



Company Details Confidential



#JOB-2450647



Tallaght, Dublin 24, Co. Dublin,



No of positions : 1



Paid Position



20 hours per week



To be Confirmed



28/05/2026



25/06/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://homesavers.ie/careers-current-vacancies/>



Open your camera app & point here to view this ad online



HR Administrator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Homesavers is seeking an experienced HR Process Administrator to manage the day-to-day administration of all HR processes across our retail and head office workforce.

About the role

This role is process driven and execution-focused, covering the entire HR activities end-to-end. This role is suited to someone who has strong working knowledge of all core HR processes and is comfortable operating in a fast-paced environment, with good knowledge of MS Excel.

Main Responsibilities

Execute recruitment coordination including job posting support, candidate communication, interview scheduling, feedback collection, and offer roll-out support.

Take full charge of onboarding and offboarding employees within agreed timelines.

Ensure all documentation is complete, accurate, properly filed, and compliant with internal standards.

Consistently maintain accurate employee records in HR software and internal database.

Demonstrate strong knowledge of ideal HR practices and apply them while executing processes consistently.

Own the HR operations across the employee lifecycle, including but not limited to, attendance, payroll inputs, transfers, promotions, confirmations, performance cycle administration and exits, ensuring smooth and timely completion.

Coordinate employee logistics requirements such as POS Logins, discount cards and uniform tracking.

Ensure HR processes are executed within defined timelines and follow-ups are closed end-to end.

Skills and Experience Required:

Strong working knowledge of standard HR processes across the employee lifecycle.

High Attention to detail

Independent and driven- able to work on own initiative

Good listener and excellent communicator with ability to comprehend efficiently.

Good knowledge of Microsoft Excel, Word, and use of AI softwares like ChatGPT.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Experienced [Non-Managerial]