



South Dublin County Partnership



#CES-2457335



FOODCLOUD, UNIT 8, Broomhill Bus Pk,
Broomhill Road, Dublin 24, D24 CD32



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



09/07/2026



20/08/2026

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Administrator (HR) - Foodcloud

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

- Provide general administrative support to the HR function
- Maintain and update employee records in line with GDPR requirements
- Assist with recruitment administration (posting vacancies, scheduling interviews, preparing interview packs)
- Support onboarding processes including preparation of employment documentation and induction materials
- Maintain and track leave records and staff attendance
- Assist with payroll administration by preparing relevant documentation
- Support training administration, including booking courses and maintaining training records.
- Use systems such as Google Workspace, Microsoft Office (Word, Excel, PowerPoint) and the HRIS Orange system
- Provide ad hoc administrative support for HR projects and organisational initiatives as required

- **Sector:** accommodation and food service activities