



Company Details Confidential



#JOB-2460100



Jerna Ltd T/A GRAFTON CLEANERS, 32/33

William St S, Dublin 2, D02 NC58



No of positions : 1



Paid Position



39 hours per week



37000.00 Euro Annually



24/07/2026



21/08/2026

How to apply

Application Method :

Not available



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online



Business Operations & HR Specialist

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

Jerna Ltd T/A Grafton Cleaners are seeking a Business Operations & HR Specialist to support the efficient management of business operations and human resource activities. The successful candidate will assist with recruitment, employee administration, workforce planning, operational reporting, compliance, and continuous improvement initiatives to support business growth and performance.

Key Responsibilities

Coordinate and support day-to-day business operations and administrative activities.

Manage recruitment activities including job advertising, candidate screening, interview coordination, and onboarding.

Maintain employee records, HR documentation, attendance records, and operational files.

Assist with workforce planning, staff scheduling, and resource allocation.

Prepare operational and HR reports, analysing staffing requirements and business performance.

Support employee induction, training, and development programmes.

Monitor compliance with employment legislation, company policies, health & safety requirements, and quality standards.

Liaise with customers, suppliers, and external stakeholders to support business operations.

Assist in resolving operational and employee-related issues.

Support process improvement projects and business growth initiatives.

Essential Requirements

Bachelor's Degree or higher in Human Resources, Business Management, Business Administration, or a related discipline.

Minimum 3 years' experience in HR, recruitment, business operations, administration, or workforce coordination.

Strong organisational, communication, and interpersonal skills.

Experience maintaining HR and operational records.

Knowledge of recruitment, onboarding, and workforce planning processes.

Strong analytical and problem-solving abilities.

Proficiency in Microsoft Office applications, including Excel, Word, and Outlook.

Ability to work independently and manage multiple priorities in a fast-paced environment.

Hours: 39 hours per week

€18.24 Per hour

Salary €37,000 per annual

Permanent, Full-Time 24 Months Contract

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]