



BSS BUILDING STAFF SOLUTIONS LIMITED



#JOB-2462739



Merchants House, 27-30 Merchant's Quay,
Dublin 8, D08 K3KD



No of positions : 1



Paid Position



40 hours per week



30000.00-35000.00 Euro Annually



10/08/2026



07/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : nigel@buildstaff.ie



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



Recruitment Resoucer Dublin

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

Company: BSS Building Staff Solutions

Role: Recruitment Resoucer Dublin

Location: Dublin 8, co. Dublin

Responsibilities:

Create and manage job postings on various recruitment platforms and the company's website to attract qualified candidates.

Conduct CV screening to shortlist top candidates for initial interviews, assessing alignment with job requirements.

Conduct preliminary interviews, schedule follow-up interviews, and refer qualified candidates to recruiters, ensuring a streamlined interview process.

Complete reference checks on prospective hires and track candidate performance after onboarding to support long-term success.

Serve as the main point of contact for candidates throughout the hiring process, maintaining clear communication and updating application statuses in internal systems.

Train and mentor interns and new employees and provide administrative support to optimize departmental efficiency.

Requirements:

Minimum 1-year proven experience in recruitment, Human Resources Management or related field dealing with construction and industrial market

Familiarity with recruitment platforms and applicant tracking systems (ATS)

Strong communication and organizational skills

Ability to multitask and prioritize tasks in a dynamic environment

Remuneration

30 – 35k per year depending on experience

Location

Office based position in Dublin 8, co. Dublin

Hours

Monday to Friday 9 am – 6pm

How to apply

If interested, please send a copy of your cv to nigel@buildstaff.ie

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

Career Level

- Experienced [Non-Managerial]