



SHANNONDOC COMPANY LIMITED BY

GUARANTEE



#JOB-2465419



Saint Camillus Hospital, Shelbourne Road,

Limerick, Co. Limerick, V94 5V24



No of positions : 1



Paid Position



35 hours per week



Negotiable



21/08/2026



18/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hr@shannondoc.ie



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



HR Administrator – Maternity Cover

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

Shannondoc is seeking to appoint an organised and motivated HR Administrator to join our HR team on a maternity cover contract to undertake a variety of HR administrative duties.

You will facilitate daily HR functions like keeping track of employees records, maintaining compliance records and supporting the interview process. Your role, also, involves performing tasks with a focus to grow our company's talent pipeline and improve our sourcing tactics.

This is an excellent opportunity for someone who has a qualification in Human Resources and is looking to develop their HR career, or for an experienced administrator who has gained exposure to HR and recruitment processes.

Working closely with and reporting to the HR Manager, the successful candidate will provide day-to-day administrative support across a range of HR activities, including recruitment, onboarding, employee records, HR systems, training administration and general employee queries.

We are looking for someone who is highly organised, approachable and comfortable working with confidential information in a busy working environment. Previous HR administration experience would be an advantage; however, candidates with strong administrative experience and a genuine interest in developing their career in Human Resources are also encouraged to apply.

Reporting to:

HR Manager

Key Accountabilities include:

- Respond to internal and external HR related inquiries or requests and provide assistance
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met.
- Liaise with other departments or functions (payroll & supervisors etc.)
- Support the recruitment/hiring process by sourcing candidates, performing background checks, assisting in shortlisting, issuing employment contracts etc.
- Assist supervisors in performance management procedures.
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda.
- Co-ordinate training sessions and seminars.

- Perform orientations, onboarding and update records with new hires.
- Produce and submit reports on general HR activity.
- Assist in ad-hoc HR projects, like collection of employee feedback.
- Support other functions as assigned.

Qualifications/Skills & Experience:

- 3rd level degree qualified in human resources or related.
- Experience in a similar role is preferred.
- Excellent IT skills and proven experience in MS Office suite and HR systems.
- Effective HR administration and people management skills.
- Full understanding of HR functions, Industrial relations and best practices.
- Excellent attention to detail & inter-personal as well as influencing skills.
- Ability to work independently and as part of a team.
- Exceptional organisation, planning and communication skills.
- Must possess critical thinking and decision-making skills.

Benefits:

- Bike to work scheme
- Employee assistance program
- On-site park
- **Sector:** human health and social work activities

Career Level

- Entry Level