



SHARERIDGE LIMITED



#JOB-2466281



Cillín Hill, Dublin Road, Leggettsrath, Kilkenny,
Co. Kilkenny,



No of positions : 1



Paid Position



40 hours per week



35000.00 Euro Annually



27/08/2026



24/09/2026

How to apply

Application Method :

Not available



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online



Talent Acquisition Coordinator

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

Talent Acquisition Coordinator

Location: Kilkenny (Full-Time, Office-Based)

Monday - Friday, 8 am - 5pm.

Shareridge is a leading civil engineering company delivering critical infrastructure across Ireland. We are continuing to grow and are now seeking a Talent Acquisition Coordinator to join our team in Kilkenny.

Reporting to the Recruitment Manager, this role will play a key part in attracting, engaging and hiring the talent required to support our project pipeline and long-term growth.

As Talent Acquisition Coordinator, you will coordinate the full recruitment lifecycle across a range of roles, including engineering, site and support functions. You will partner closely with hiring managers to deliver efficient, high-quality hiring outcomes while ensuring a positive candidate experience.

Key Responsibilities:

Provide administrative support across recruitment and HR activities.

Manage and maintain ATS records, candidate databases, and recruitment documentation.

Create and advertise vacancies across job boards, social media, and company channels.

Coordinate interviews and ensure a seamless candidate experience from application through onboarding.

Screen applications, source candidates, and support talent pipeline development.

Coordinate and facilitate competency-based assessments and in-person interviews.

Prepare offer documentation and assist with onboarding processes.

Produce recruitment reports and monitor key hiring metrics.

Support employer branding initiatives, including social media engagement and recruitment events.

Liaise with hiring managers, candidates, and external recruitment partners.

Ensure compliance with employment legislation, data protection requirements, and internal policies.

Contribute to continuous improvement of recruitment processes and provide additional support as required.

About You:

Previous experience in recruitment, talent acquisition, or HR processes.

Strong organisational and administrative skills with excellent attention to detail.

Experience using ATS and Microsoft Office applications.

Excellent communication and stakeholder management skills.

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

Knowledge of recruitment processes, GDPR, and employment legislation.

Why Join Shareridge?

Opportunity to support major infrastructure projects across Ireland

Be part of a growing, high-performing team

Work closely with senior stakeholders across the business

Play a key role in shaping our talent pipeline and future workforce

Salary: From 35,000 per year.

If you are looking to make an impact in a growing organisation, we'd like to hear from you.

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)

(Desirable)

- **Ability Skills:** Communications, Interpersonal Skills
- **Competency Skills:** Decision Making, Initiative, Time Management, Working on own Initiative