



Company Details Confidential



#JOB-2466981



Unit 5, Cobalt House, Block , Blanchardstown
Corpo, Dublin 15, D15 NH31



No of positions : 1



Paid Position



40 hours per week



37000.00-40000.00 Euro Annually



11/09/2026



09/10/2026

How to apply

Application Method :

Not available



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online



Recruitment Officer – Technical Services

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

HCS Business Solutions is seeking a Recruitment Officer – Technical Services to support the sourcing, assessment and recruitment of technical professionals across managed services, infrastructure, cloud, cybersecurity, software, project delivery and IT support.

The successful candidate will co-ordinate recruitment activity from role briefing to offer stage, support hiring managers, maintain candidate pipelines and contribute to workforce planning.

Key Responsibilities

- Full-cycle recruitment - including role briefings, sourcing, screening, interviews, candidate communication, offers and onboarding handover.
- Source candidates for technical, IT, infrastructure, cybersecurity, cloud, software, project management and support roles using job boards, LinkedIn, referrals, databases and direct outreach.
- Draft and publish job advertisements, build talent pipelines and maintain accurate recruitment records and reports.
- Support workforce planning by monitoring hiring needs, skills shortages and recruitment trends.
- Coordinate interview feedback and build strong working relationships with hiring managers, candidates and external recruitment partners.
- Ensure recruitment activity complies with employment legislation, data protection requirements, right-to-work checks and internal procedures.

Requirements

- A relevant qualification in Human Resources, Business, Recruitment or another discipline relevant to the role is required.
- Previous experience in recruitment, talent acquisition, HR recruitment support or a similar recruitment function.
- Experience coordinating recruitment campaigns and multiple vacancies at the same time.
- Strong sourcing, interviewing, candidate assessment, communication and stakeholder management skills.
- Ability to prioritise work, meet deadlines and maintain confidentiality in a fast-paced

environment.

- Proficiency with recruitment platforms, Applicant Tracking Systems, LinkedIn Recruiter and Microsoft Office.

Advantageous

- Experience recruiting for technical, IT, managed services, infrastructure, cybersecurity or software-related roles.
- Knowledge of Irish employment permit processes and right-to-work requirements.
- Experience with recruitment reporting, analytics or workforce planning.

Skills and Competencies

Technical recruitment; talent sourcing; candidate relationship management; interviewing and assessment; recruitment campaign management; stakeholder engagement; workforce planning support; recruitment systems and reporting; written and verbal communication; organisation; compliance and professional judgement.

- This vacancy is suitable for Remote/Blended working
- **Sector:** information and communication

Career Level

- Entry Level