



Company Details Confidential



#JOB-2467591



Glencoe, Carnmore West, Oranmore, Co.

Galway, H91 T2RF



No of positions : 1



Paid Position



40 hours per week



37544.00 Euro Annually



07/09/2026



05/10/2026

How to apply

Application Method :

Not available



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Workforce and HR 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

Job title: Workforce and HR Coordinator

Company: Event Restaurants Ireland Limited

Location: Glencoe, Carnmore West, Oranmore, Co. Galway, H91T2RF but majority of our work is in Dublin and surrounding areas.

Annual Salary: €37,544 for 40hrs per week

Weekly hours: 40 hours per week

Key Responsibilities:

Coordinate the recruitment process, including preparing job advertisements, reviewing applications, arranging interviews and supporting the onboarding of new employees.

Maintain accurate and confidential employee records, contracts, training documentation, attendance records and workforce databases.

Prepare and manage staff schedules and workforce allocation plans to ensure adequate staffing levels across multiple operational locations.

Monitor employee availability, attendance, leave records and workforce requirements, and communicate schedule changes and staffing updates to employees.

Act as a first point of contact for employee queries relating to schedules, attendance, workplace procedures and general HR matters.

Support employee wellbeing and engagement by maintaining regular communication with staff and assisting with workforce support initiatives

Coordinate staff induction and training activities, maintain training records and monitor completion of mandatory programmes.

Review employee timesheets, track working hours, overtime and absences, and assist with the preparation of payroll information.

Assist with workforce logistics by coordinating employee work assignments and supporting staffing arrangements across different business locations as required.

Prepare workforce and staffing reports, maintain HR records and support the implementation of

company HR policies and procedures.

Requirements:

The candidate must have a Bachelor's degree in Human Resources, Business Management, International Business, Business Administration or a related field.

The candidate must have experience in recruitment, employee administration, workforce coordination, employee records management and staff scheduling.

The candidate must have experience supporting payroll administration, including timesheet verification, attendance monitoring and working-hours tracking

The candidate must have strong organisational, communication and interpersonal skills and be capable of coordinating a workforce across multiple operational locations.

It is desirable to have previous experience in hospitality, catering, retail, events or other high-volume workforce environments.

It is desirable to have experience in employee training, staff wellbeing, workforce planning or employee engagement activities.

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

Career Level

- Managerial