

<b>Job Title:</b>	HR Administrator
<b>Location:</b>	Ringwood Office Damastown Close Dublin 15
<b>Reports to:</b>	Human Resources Manager
<b>Hours:</b>	35 hours per week. Some out of hours work may be required.
<b>Job Type:</b>	Permanent
<b>Salary:</b>	24k
<b>Purpose:</b>	The Human Resources Administrator will work with Human Resources Manager to deliver all aspects of day to day HR functions for the organisation.
<b>Contact Email:</b>	<a href="mailto:Justinah.bello@coolminetc.ie">Justinah.bello@coolminetc.ie</a>
<b>Application Ref.</b>	DU-HRA0321

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women with problematic substance use and their families in Ireland. Established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

We now have a vacancy for HR Administrator. The successful candidate will report to Human Resources Manager, to provide day to day operational support to HR team and act as liaison person with employee on a variety of HR issues.

**Role Responsibilities: (Include, but not limited to)**

- Conduct full cycle recruitment process which includes placing job adverts, arranging interviews, conducting post interview checks, monitoring on boarding process and induction exercise.
- Carry out new employee orientations and process new hire paperwork for adequate set up.
- Answers frequently asked questions from applicants and employees related to standard policies, benefits, hiring processes, etc.
- Create records, maintains accurate and up-to-date human resource files, records, and documentation.
- Performs periodic audits of HR files and records to ensure all required documents are collected.

- Assist with payroll functions including processing, answering employee questions, fixing processing errors and providing accurate information to payroll.
- Preparing all relevant reports like Headcount report, long-term leave, maternity leave, disciplinary appeals, and investigations within the company, ensuring that there is adherence to administrative procedures.
- Provides support to HR Manager and Services Manager as appropriate to coordinate training plans which includes assessing training needs of staff, draw up annual training and development plan, identifying appropriate training options and maintain training records.
- Delivers all service deliveries which includes data entry, preparing correspondences (contracts, memos, reports), updating employee's data etc.
- Review performance management outcomes and extract training needs.
- Ensure all administrative duties are carried out in accordance with the required timelines and procedures in the area of time sheets, leave queries and absence records, rosters, and all other relevant paperwork.
- Administer Strandum HR system set up process for time and attendance monitoring
- Manage volunteer and student placement programmes.
- Assist in managing staff wellbeing programmes such as Employee Assistance Programme, Active at Work etc.
- He/she will contribute to the successful delivery of human resource functions through displaying of company's values and general goals/objectives to support the growth of the organisation.
- Performs other HR Administrative functions as required.

### **Person Specification**

#### **Education**

- Third Level qualification in Human Resources or related discipline.

#### **Experience/Knowledge**

- 1-2 years' experience in a similar role.
- Knowledge of the sector is an advantage.
- Proficient with Microsoft office or related software

#### **Competences Required**

- Strong interpersonal skills
- Clear written and verbal communication skills
- Ability to manage sensitive and confidential situations with tact, professionalism and diplomacy.
- Skills to help motivate and develop staff to deliver quality service
- Excellent organizational skills and attention to details.
- Capacity to work effectively under pressure

- Ability to support the management of change and be responsive to evolving organisational change.
- Proficient with the use of Human Resources Information Systems (HRIS) and similar computer applications.

**Application Process:**

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Justinah Bello at [justinah.bello@coolminetc.ie](mailto:justinah.bello@coolminetc.ie). Please quote this application reference **DU – HRA032.**

The closing date for applications is **12noon on Monday 29<sup>th</sup> March, 2021.**

**Coolmine Therapeutic Community is an equal opportunities employer.**