

Job Title:	HR Coordinator/Generalist
Location:	Ringwood Office Damastown Close Dublin 15 (some remote possible)
Reports to:	Head of HR
Sector:	Charities
Hours:	35 hours per week. Some out of hours work may be required.
Job Type:	Full Time (Permanent)
Salary:	Competitive
Purpose:	The Human Resources Coordinator / Generalist will support the delivery of all aspects of the day to day HR Function.
Contact Email:	Justinah.bello@coolminetc.ie
Application Ref.	HR/DUB/ADM/HRCO/0322

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 Coordinator/ Generalist. The successful candidate will report to Head of HR, 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)

- Recruitment process
 - permission to recruit, review of JD's, placing ads, shortlisting with Hiring Manager, interview process, issuing offers
 - Garda vetting
 - Contracts and pre-joining admin., liaison with IT
- Onboarding – payroll and Strandum set up
- Induction and mandatory modules
- HR analytics – monthly, quarterly stats ad reports (Sick leave, turnover etc)
- Support maintenance of timely and accurate HR reports & records
- Support HR Manager with prep. and delivery of all HR training programmes.
- Support HR Manager on all aspects of HRIS (Strandum)

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 [HR/DUB/ADM/HRCO/0322](#) to Justinah Bello HR Manager at justinah.bello@coolminetc.ie.

The closing date for applications is **5pm on Thursday 31st March, 2022.**

Coolmine Therapeutic Community is an equal opportunities employer.