

Job title:	HR Administrator
Location:	Head Office, Damastown Close, Dublin 15
Reports to:	Head of HR
Purpose:	The Human Resources Administrator will support the delivery of all aspects of the day to day HR Function.
Job Type:	Permanent – fulltime (35 hours per week)
Salary:	30,000
Contact Person	karl.mooney@coolminetc.ie
Application Ref.	HR/DUB/ADM/HRAD/0123

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.

Role Responsibilities: (Include, but not limited to)

- Recruitment process – end to end (permission to recruit, review of JD’s, placing ads, shortlisting with Hiring Manager, interview process, issuing offers, Garda vetting, drafting contracts and pre-joining admin., liaison with IT)
- Onboarding – payroll and HRIS (Strandum) set up
- Induction and coordination of mandatory training modules
- HR analytics – monthly, quarterly stats ad reports (Sick leave, turnover etc.)
- Contribute to and coordinate preparation of HR reports & records
- Admin. and logistics associated with delivery of all HR training programs
- Support HR Generalist with all data management in HRIS
- Preparing correspondences and maintain accurate and up-to-date human resource files, records, and documentation.
- Perform periodic audits of HR files and records in HRIS to ensure all required documents are on file.
- Assist with payroll functions including processing, answering employee queries, fixing processing errors and providing accurate information to payroll.
- Support HR Generalist with the Performance Management process
- Performs all administrative duties 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.

Person Specification:

The person spec sets out the essential abilities and qualities needed by the successful candidate for this post.

Qualification

- 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

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Karl Mooney, HR Generalist at karl.mooney@coolminetc.ie

Please quote this application reference HR/DUB/ADM/HRAD/0123.

The closing date for applications is **12pm on Wednesday 1 February 2023.**

Coolmine Therapeutic Community is an equal opportunities employer.