



HR ADMINISTRATOR

HR Now provides bespoke HR consultancy services to our wide variety of clients.

Today's growing businesses need to be more agile, more flexible and more cost efficient than ever before, so we provide creative, commercial and compliant HR solutions.

We are looking for a new member to join our growing team.

You will:

- Manage the flow of payroll information to agreed standards from following processes, preparing and checking reports and ensuring correct sign off
- Manage the recruitment of all hires, including managing recruitment campaigns for our clients. Place local adverts, manage and log the job applicants, liaise with agencies, prepare interview packs and questions
- Manage all onboarding and pre-employment screening for clients to ensure compliance to agreed standards
- Pull together Employee Handbooks for the HR Consultant in various formats
- Generally, support and assist the consultants on a number of employee relation cases by taking notes
- Provide first line policy advice and support and escalate as required
- Drafting HR documentation for all aspects throughout the employee lifecycle from recruitment to exits and everything in-between. Ensuring that all documentation is compliant with local legislation under the guidance of the HR Consultants.
- Move the technology agenda for our clients and HR Now forward

Why HR Now? – You will be working alongside experienced HR consultants committed to providing a high level of service to their clients, and the clients and HR Now team are great!

For further information and the job description contact Cara Dunford at cara@hrnow.ie call her on 01534 747559.

CREATIVE • COMMERCIAL • COMPLIANT