



St Cronan's Association CLG

Providing high quality support to people & their families living with disability

HR ADMINISTRATOR PART TIME

Our Service

St Cronan's Association CLG provides a wide range of high-quality day supports for people with an intellectual disability and autism throughout Roscrea, Birr and Nenagh. Services provided are day services, supported self-directed living programmes, outreach services, community supports, educational, vocational and rehabilitative training. The ethos of service provision is underpinned by our Vision which is that all people with intellectual disability and/or autism should be treated fairly and supported to achieve their goals and true potential. Our work is underpinned by the principles of Person Centeredness, Equality, Justice, Respect and Dignity.

Job Title

HR Administrator

Role Overview

The HR Administrator will provide administrative support to the HR Manager ensuring that a professional and efficient human resources service is provided to all employees. The HR Administrator will support the HR Function in the overall implementation and application of human resource processes and supports which align with the objectives of the Association, ensuring that HR best practices and legal obligations are met. This role will initially be a temporary role for 11 months 15 hours per week.

Day to day Responsibilities

- Day to day HR Administration to include first point of contact for HR queries to administer letters / forms
- Prepare HR documents including contracts of employment, letters for employees confirming employment etc.
- Administer starter/leaver processes including all documentation, induction processes and exit interviews.
- Maintenance of HR files ensuring accuracy of all documentation, updated and maintained.
- Schedule interviews and compile interview packs.
- To assist with any HR related project as required.
- Other related ad-hoc duties as required

Skills, Knowledge and Experience

- 2 years HR experience
- Desirable to have a HR qualification / in process of gaining qualification

- Excellent interpersonal and communication skills with the ability to exercise good judgement, tact
- Confidentiality of information essential
- Extremely organised and excellent problem-solving skills
- Excellent attention to detail
- Excellent team player and strong ability to work on own initiative, as well as in a small dedicated team
- Experience across Microsoft Office (Word, Excel, PowerPoint, Outlook)

**Application by CV and cover letter to Mary Frend, Human Resources Manager,
St Cronan's Association CLG, Grange, Roscrea, Co. Tipperary or
email: mary.frend@cronans.ie before 14th September 2020**