**ADVERTISEMENT**

**Title of post: HR Co-ordinator**

**Location: Dublin 1**

**Hours: Full-time**

**Reporting: Recruitment Manager & HR Officer**

We are currently recruiting for the position of HR Coordinator. The role encompasses, recruitment, training, database management and HR file compliance. As part of the Human Resources Team, this role offers great exposure to best practice HR within a highly dynamic charitable organisation.

## Principle Responsibilities

* Provision of HR services to the management and staff of Peter McVerry Trust working in as part of the wider Human Resources Team;
* Support recruitment campaigns (including graduate recruitment) from job design through to offers of employment;
* Deliver on-boarding and induction programmes to new hires and follow through on probation period management;
* Ongoing maintenance of the HR database;
* Ensuring that HR files are complaint with current legislation and quality standards;
* Support the implementation of best practice processes

## Requirements

* 3-4 year’s previous HR experience, in particular in the area of recruitment
  + Advertising roles;
  + Interviewing;
  + Reference checking;
  + Job offer;
  + Drafting and issuing contract;
* BA in Human Resource Management;
* Proficient working knowledge of all aspects of human resources
* Experience of working in a dynamic team
* Solid working knowledge of MS Office; in particular the generation of reports via excel;
* You will have an energy and ambition to succeed and will be capable of building strong relationships both internally within the Peter McVerry Trust and with external contacts;
* You will have the ability to deal with sensitive information in a confidential manner with unquestionable integrity.
* Also high levels of organisation skills, a strong work ethic, attention to detail and be extremely process driven.
* Previous experience of sales force and online rostering systems;
* Previous experience of HR file compliance with legislative and quality standard compliance;
* Previous experience of working in a Social Care environment is desirable;
* Working towards a Masters Degree in HR is desirable.

To apply, please download the PMVT application form Vacancies - Peter McVerry Trust (pmvtrust.ie) Completed application forms should be sent to [sborgo@pmvtrust.ie](mailto:sborgo@pmvtrust.ie) Full Job Description available.

Closing Date for Applications is Friday 19th February 2021.

Peter McVerry Trust is an Equal Opportunity Employer