



HR Administrator – HR Department

Company Background:

TE Laboratories are a science-based SME based in Tullow Co Carlow. The company operates a number of divisions which includes a number of analytical laboratories, chemical and reagent manufacture and an active R&D division.

Role:

Due to growth in all divisions the Company is now seeking an HR Administrator as Maternity Cover to work in the Human Resource Department. This is currently a Monday-Friday office-based role. Reporting to the General Manager, the successful candidate will work closely on the following functions:

Duties and Responsibilities:

- Update and manage the T&A system including running and checking reports
- Update and process all starters and leavers
- Accurately process HR forms/documents
- Preparation of offer letters and contracts of employment
- Advising line managers on all HR processes and policies keeping in line with legislation requirements
- Maintain and organise up to date personnel records
- Collate information required for HR metrics e.g., turnover/sickness
- Resolve colleague queries when possible
- Update HR noticeboards/television with all relevant information
- Revise company policies where required
- Support managers with minute taking in the investigation/disciplinary and grievance process
- Liaise with our external OH team to book medical appointments and referrals
- Recruitment administration including advertising vacancies, interview scheduling and follow up with applicants.
- Support recruiting manager with interviews
- Ad-hoc admin tasks & projects from other departments
- Holiday cover in the Customer Services Dept

Experience and Qualifications:

- Third level qualification in Human Resources
- CIPD desirable
- 2yrs administrative experience in the HR field is an advantage
- Excellent attention to detail, interpersonal and communication skills
- Ability to meet strict deadlines and meet targets
- Ability to multi-task and prioritise competing demands
- Integrity – ability to deal with confidential information
- Proficient computer skills including HR information systems
- Ability to work on own initiative
- Payroll Knowledge desirable

Salary: Competitive

Appointment will be commensurate with qualifications and experience.

Closing Date:

Applications can be emailed to Human Resource's, to include cover letter and a full CV to lobrien@tellab.ie