

Job Description No.: JD75.03 / DCM25207

Company: STORE-ALL LTD., BELVIEW PORT, WATERFORD.

Department: HR

Position: HR Generalist

Reports To: HR Business Partner and HR Manager

Position Summary:

As HR Generalist you will be expected to maintain and update employee records, as well as manage various HR documents and internal databases. You will be the first port of call to employees for HR related queries. You will have a good understanding and knowledge of employment law and ensuring the HR department conforms to these is key. You will be expected to work in tandem with the HR Department and support with HR tasks and projects as required.

Principle Outputs and Key GDP Responsibilities:

Operations

- Review and update job descriptions.
- Post vacancies on company website, LinkedIn and job boards.
- Screen CVs, complete phone screens, arrange interviews, conduct interviews.
- Schedule medicals.
- Complete references checks.
- Deliver Inductions
- Manage contracts and offer packs for new starters.
- Prepare ad hoc and monthly HR reports and review variances and trends.
- Update HR Tracker with starters and leavers, sick leave, headcount, leavers, new hires, interviews etc.
- Raise Purchase Orders through our SmartOffice system for approval.
- Ensure HR System (HR Locker) is up to date with employee documents. E.g. sick certs, salary certs, new contracts etc.
- Update policies and procedures as they occur.
- Efficient typing speed for note-taking during formal meetings
- Report on various HR related aspects for the senior leadership team such as absenteeism, bonus reports etc.

Clients

- Be professional in all dealing with clients.
- Produce reports where necessary relating to Clients' Service's.
- Liaise with suppliers for quotes on products/ services as required.

People

- Be the point of contact for all HR- related queries. Escalate these HR queries to the HR Manager as required.
- Manage the HR email Inbox
- Assist with managing the onboarding and offboarding tasks including inductions/integrations and exit interviews.
- Arrange events as needed e.g. Summer party, Christmas party, ad hoc employee days such as arranging coffee vans, ice cream trucks, pizza trucks
- Manage the maintenance of GDPR compliance within the HR department.
- Assist with all people activities including training, employee days, open days, recruitment fairs, employee and customer events etc.
- Update organization chart, website and Li pages as updates happen

Projects

- Actively participate in current and future projects through cross-collaboration across functions to ensure that they are completed in a timely fashion and within budget.
- Establish key relationships with internal and external team members in support of project goals.
- Manage and communicate project progress to your team and involve others in the attainment of project goals.
- Liaise with all key people in departments as necessary in order to complete tasks / projects.

Note: The above list is a guide and not a full list of all duties and responsibilities. Other tasks may be added depending on business needs. These will be communicated to you in advance.

Skills, Training and Experience:

- HR Qualification and membership of CIPD preferred.
- Ability to take ownership and act autonomously, while also adopting a collaborative working style, fostering cooperation and teamwork to find solutions.
- Excellent communication skills – verbal and written.
- Proactive in problem solving.
- Ability to multi-task in a busy environment.
- Excellent use of IT Applications e.g. Excel, Microsoft office
- Recruitment (external / internal) experience preferred
- 1 / 3 years' experience in a HR Function

Approvals:

Employee:

Print Name: _____

Sign/Date: _____

Reports To:

Print Name: _____

Sign/Date: _____

Print Name: _____

Sign/Date: _____