

WE'RE HIRING!

HR Generalist

At Greyhound, our business is built on people. We employ over 200 people at our Crag Avenue facility and all of our profits are re-invested in the company.

We are committed to recycling and are constantly innovating and educating to reduce the amount of waste that goes to landfill. All of our operational processes focus on facilitating recycling, composting and working towards a Greener, Cleaner world

We are recruiting for a HR Generalist. This role will be supported by the HR team based in Dublin 22, offering a unique opportunity to work in a dynamic and collaborative environment. This will be a hybrid role with time in our head office with the flexibility of working from home. This position offers excellent career development opportunities within a fantastic company.

RESPONSIBILITIES & MAIN ACTIVITIES:

- Preparation of monthly payroll submission for employees and processing of all benefits administration (pension, bike to work etc) including a weekly and monthly payroll,
- Recruitment, selection, and on-boarding of new employees including delivering HR inductions,
- Manage off-boarding process for leavers,
- Providing support to employees and managers for HR and payroll queries
- Co-ordinate CPD activities and promote employee development,
- Management of new time and attendance system,
- Preparation of HR metrics and reports,
- Ensure the employee handbook is regularly updated to reflect current policies and procedures,
- Co-ordinate probation review, annual appraisal, and employee survey processes,
- Ensure all HR record-keeping and filing is maintained to high standards,
- Administration of HR policies, processes and procedures; makes recommendations for improvements and changes and assists in development and implementation of policies.

- Assist management with employee relations issues, including disciplinary procedures
- Provide HR expert advice on all people-related matters, ensuring guidance is in line with employment law, best practice and in line with company policy and procedures.
- Participate in and lead various HR projects and initiatives as required.

QUALIFICATIONS, SKILLS & EXPERIENCE:

- A minimum of 3 years' experience working in a busy HR function,
- Previous payroll experience is required, experience dealing with hourly rates would be an advantage
- A HR degree or other relevant HR qualification is required
- Excellent knowledge of Irish Employment Law
- Advanced Excel skills are essential,
- Strong administration and communication skills,
- Ability to multi-task and work on own initiative,
- Approachable, professional, and able to work in a highly confidential environment,
- Good interpersonal skills and the ability to work well with others, be a team player
- Continuous improvement approach towards work processes,
- High level of accuracy and attention to detail
- Experience of working in a fast-paced environment.

Join a business that has a proven track record for training and development, internal promotion and progressing team members to the next stage of their career.

- Career development and training opportunities
- Competitive salary
- Greyhound is an equal opportunities employer
- Job Types: Full-time, Permanent

To apply or for queries please send an email to
hroffice@greyhoundrecycling.com