

## HR Coordinator

### ABOUT US:

At Greyhound Recycling, we are committed to creating innovative, sustainable solutions. As a fast-growing leader in waste management and recycling, we are passionate about building a greener, cleaner future. Our mission is to turn waste into energy and implement cutting-edge recycling practices that advance the circular economy, ensuring resources are used efficiently. We are currently seeking a **HR Coordinator** to join our team in Dublin.

### ROLE OVERVIEW:

The **HR Coordinator** will provide essential support to the HR function, ensuring the smooth operation of HR processes across the employee lifecycle. This role is responsible for HR administration, recruitment coordination, employee relations support, and maintaining HR records in compliance with company policies and employment law.

The role is ideal for an organised, detail-oriented HR professional with strong administrative skills and a passion for delivering excellent employee support.

### PRINCIPAL ACCOUNTABILITIES:

- Maintain and update employee records, HR databases, and personnel files.
- Prepare and issue HR documentation, including contracts, offer letters, and policy updates.
- Ensure compliance with HR policies, employment law, and GDPR regulations.
- Support HR audits and reporting requirements.
- Coordinate onboarding and offboarding processes, including induction programs and exit interviews.
- Process employee changes (e.g., promotions, contract amendments, and leavers).
- Support performance management processes, including probation reviews and appraisals.
- Assist with end-to-end recruitment, including posting job adverts, screening candidates, and coordinating interviews.
- Prepare new hire documentation and facilitate onboarding activities.
- Liaise with hiring managers to support recruitment needs.
- Assist with payroll preparation by ensuring accurate employee data updates.
- Handle employee benefits administration, including enrolments and queries.
- Act as a point of contact for payroll-related employee inquiries.
- Provide first-line HR support, answering employee queries and escalating issues where needed.
- Assist in organising employee engagement and well-being initiatives.
- Support HR projects, such as policy development and diversity & inclusion initiatives

### KEY COMPETENCIES:

- Ensure accuracy in HR documentation and records.
- Manage multiple tasks efficiently in a fast-paced environment.
- Handle sensitive information with professionalism.
- Strong written and verbal communication skills for liaising with employees at all levels.
- Ability to address HR-related queries and escalate complex issues appropriately.
- Works independently and responds effectively to changing priorities.
- Works closely with HR colleagues and other departments.

### QUALIFICATIONS AND EXPERIENCE:

- Previous experience in an HR coordination role.
- Strong knowledge of HR processes and employment legislation.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and HRIS systems.
- Ability to manage confidential information with discretion.
- Romanian language skills (desirable but not essential)



## WHY JOIN US?

This is an exciting opportunity to play a key role in shaping the future of a market-leading organisation. We offer a competitive salary, performance-based incentives, and a comprehensive benefits package.

Join us to make a tangible difference in both business success and environmental impact. If you would like further information on the position, please don't hesitate to contact us on [hroffice@greyhoundrecycling.com](mailto:hroffice@greyhoundrecycling.com) or visit <https://greyhound.ie/>

