
24th February 2021

Job Title:

HR Generalist

Job Overview:

An opportunity has arisen for a highly qualified and experienced *HR Generalist* to join our team in Gweedore Business Park.

Fáisc Miotail Éireann (Irish Pressings) is the current Irish Engineering Manufacturing Team of the Year and operates to the highest quality and efficiency standards in the industry.

As a critical member of the Irish Pressings team, the *HR Generalist* will lead the further development and management of an agile HR Unit that can scale up to manage the future growth of the company.

Job Duties:

The role will cover HR matters across all internal Departments within the business and provide support to the Senior Management Team.

The successful candidate will manage both the day-to-day HR activities and help to plan and coordinate the long-term strategic development and advancement of the HR function.

The role will evolve over time but at its' core will involve:

- Responsibility for managing day-to-day HR activities on-site;
- Responsibility for ensuring compliance with all relevant up-to-date Employment Law;
- Providing confidential advice and support to all employees on HR related matters;
- Providing an independent HR function that can investigate, deliberate and – where appropriate conduct disciplinary meetings – relating to internal HR matters;
- Development and implementation of an appropriate HR communication strategy aimed at improving dissemination of HR information and promoting greater staff engagement;
- Providing guidance and advice to Senior Management Team on Disciplinary issues and other serious HR matters;
- Redevelop the internal appraisal and review procedures to ensure that timely periodic reviews are being carried out by respective Departments;
- Act as the company's point of contact with any relevant external HR support agencies;
- Coordination and management of preferred HR management system (software) incorporating employee absences and work-planning for holidays;
- Assist Financial Controller in the development of a long-term strategy for remuneration;
- Help to develop and implement a progressive training plan for all Business areas;
- Assist with the evolution of a growing Organisational structure;
- Responsibility for carrying out inductions with all new staff;
- Develop a mechanism to support integration of new-hires into the organisation and the country;
- Responsibility for employee welfare;
- Develop a company-wide employee engagement and wellbeing program;

Job Requirements:

- Preferably a third-level qualification in HR or a related discipline;
- Minimum of 5-years relevant work experience, preferably in an organisation of 50+ employees;
- Excellent oral and written communication skills;
- Ability to work both on own initiative and as part of a team is essential;
- Strong work ethic with a proactive approach is critical;
- Ability to work in a fast-paced environment;
- Agile and open-minded in approach to work;
- Excellent organisational skills/ability to prioritise work;
- Excellent interpersonal skills and ability to work in a team environment

Working Hours

This role will involve a 39-hour week Monday to Friday. Occasional flexibility will be required as and when necessary.

Salary

Salary will be competitive to attract the right candidate and will be commensurate with the level of experience and qualifications of the candidate.

Interested?

If interested, please forward your CV with Cover Letter to hr@irishpressings.com using the subject line "HR Generalist 2021".