We are seeking a highly organised and analytical **HR Administrator** to join our HR team. This role is ideal for someone with prior HR experience who enjoys combining administration with data analysis and process improvement. The successful candidate will work closely with the HR Business Partner (HRBP) team, providing day-to-day support on absence management, employee relations, reporting, and HR compliance.

The role will also involve **holding employee clinics, building strong working relationships across client sites, and ensuring that contracts and HR documentation are accurate and kept up to date**. In addition, the HR Administrator will be required to travel to client sites to support the mobilisation and onboarding of new clients, including TUPE transfers, ensuring a smooth and compliant transition for employees and the business.

**Key Responsibilities**

**HR Administration & Support**

* Act as the first point of contact for routine HR queries, escalating more complex matters to the HRBP team.
* Hold **regular employee clinics** to provide guidance, answer queries, and ensure employees feel supported.
* Build and maintain **strong relationships** with employees, managers, and client representatives.
* Maintain accurate employee records and HR systems, ensuring **contracts, letters, and other documentation are up to date** and compliant.
* Support HRBPs in managing absence processes, including tracking, reporting, and escalation.
* Assist with disciplinary, grievance, and performance management processes (e.g. scheduling meetings, preparing packs, note-taking).
* Provide HRBP support for engagement initiatives and employee relations activities.

**Onboarding & Mobilisation**

* Travel to client sites as required to support new client mobilisations and onboarding processes.
* Assist in the mobilisation of new clients, including **TUPE transfers**, ensuring a smooth and compliant transition of employees.
* Coordinate induction requirements with relevant teams and ensure employee set-up is complete.

**HR Data & Analytics**

* Maintain and update HR systems, ensuring data integrity.
* Produce regular and ad hoc reports for HRBPs and senior management (e.g. absence, turnover, headcount).
* Analyse HR data to identify trends and provide insights to support business decisions.
* Assist in preparing compliance and statutory reporting.

**Policy & Compliance**

* Ensure HR policies and processes are applied consistently and fairly across the business.
* Support HR audits and compliance checks.
* Assist with health, safety, and wellbeing reporting where required.

**Projects & Continuous Improvement**

* Provide administrative and analytical support to HR projects led by HRBPs.
* Contribute to process improvement initiatives by identifying efficiencies and solutions.
* Support with communication and coordination of HR-led initiatives.

**Skills & Experience Required**

* Minimum of 2 years’ experience in a HR support, coordinator, or administration role.
* Understanding of HR processes and Irish employment law basics (knowledge of **TUPE transfers** is desirable).
* Strong interpersonal skills with the ability to **build effective relationships** with employees, managers, and clients.
* Confidence in holding **employee clinics** and providing clear, consistent HR guidance.
* Strong analytical ability with experience working with HR data and systems (HRIS experience desirable).
* Excellent organisational skills and attention to detail, with the ability to manage multiple priorities.
* Proficient in Microsoft Office (Excel essential).
* Ability to handle sensitive information with discretion and confidentiality.
* A **full driving licence** is required, as travel to client sites will be expected