

Merchants Quay Ireland: People & Culture Administrator **(<https://www.activelink.ie/node/111020>)**



People & Culture Administrator

The People & Culture Administrator role is part of the People and Culture (P&C) team at MQI. Having transitioned from Human resources to People & Culture, this ever-evolving department's focus is on supporting and enabling the organisation's strategy, growth and culture.

The P&C Administrator will play a vital role in supporting the P&C department to deliver critical elements of MQI's 2024-2027 strategy which aims to make MQI an employer of choice within the charity sector.

The P&C team consists of the Head of People and Culture, Employee Engagement Manager, Employee Relations Manager, Learning & Development Manager, P&C Generalist, and Volunteer and Placement Coordinator

We are passionate about carrying out MQI's values of Collaboration, Courage, and Compassion in all aspects of our work and interactions. We are excited at the prospect of welcoming and onboarding a new face to be part of our journey!

Reporting to the Employee Engagement Manager, this role's primary focus is on recruitment and will also provide administrative support across all P&C's areas of activity.

The duties of this role are detailed below; this is not an exhaustive list and has room to be shaped based on organisational, team, and role needs which are evolving. Training will ensure the successful candidate can effectively carry out the duties below.

General Duties:

Relationship Building: Be the go-to person for all People & Culture queries, helping our employees feel supported and valued.

Employee Journey: From welcoming new colleagues to saying goodbye, assisting with onboarding, exit interviews, and everything in between.

Payroll: Keep our records in tip-top shape, manage payroll notes, and create reports that help us make smart decisions.

ER Support: Work with the ER Manager to keep our Employee Handbook, manuals, and guides fresh and effective, investigations, minute taking, and any other aspects as needed by the Employee Relations Manager.

Recruitment: Being a key part of the recruitment processes; advertising, screening, scheduling interviews, and any other aspects under the recruitment umbrella.

Collaborate closely with all departments to ensure the smooth operation of People & Culture functions and cross-team processes.

Attendance Management: Working alongside internal and external bodies to ensure our sick leave processes are efficient and effectively managed.

Reporting: Contribute to monthly, quarterly, and annual reporting processes, to take ownership and manage reporting in the future.

Admin & Confidentiality: Keep our systems updated, handle admin tasks with care, and always maintain confidentiality and GDPR compliance.

Any other duties as allocated, providing flexible support to the team Merchants Quay Ireland is an Equal Opportunity Employer MQI reserve the right to amend this job description. All roles are subject to Garda Vetting

Person Specification

Essential

- Minimum 1-year experience as an Administrator or similar role within the HR team.
- Strong administrative skills, and high attention to detail
- Good communication skills both verbal and written
- A 'people' person with a positive attitude toward pressure and volumes
- Organised and able to prioritise workload effectively
- Proficiency in Microsoft Office, Word, Excel and relevant software applications

Desirable

- Level 6 in Human Resources or a related discipline and/or CIPD member (desirable)

Role Details

Contract: Fixed Term for 12 months (potential to be extended)

Salary: Starting at €28,460 per annum, depending on experience.

Hours: 39 hours per week

Location: Head Office, Merchants Court, 24 Merchants Quay, Dublin. (hybrid options after probation)

The closing date for applications is 11th October 2024. Interviews will take place throughout the duration of this advert.

To apply for this role, please click the link below:

</merchants-quay-ireland/jobs/30231/people-and-culture-administrator-dublin>

<https://login.hirelocker.com/merchants-quay-ireland/jobs/30231/people-and-culture-administrator-dublin>

Benefits

- Sick Pay Scheme (following the probationary period)
- Minimum 23 days Annual Leave plus one Good Will Day
- Defined Contribution Pension Scheme (after the probationary period)
- Death In Service Benefit (from commencement of employment)
- Learning and Development programme
- Bike to Work Scheme
- Paid Family Leave (Maternity, Paternity, Adoptive, Force Majeure and Compassionate Leave)
- Educational Assistance (Study and Examination Leave, scholarship foundation)
- Employee Assistance Programme (EAP)

For information on who Merchants Quay Ireland is, please see <https://mqi.ie/about-us/who-we-are/> (<https://mqi.ie/about-us/who-we-are/>)

Region

Dublin 8 / Hybrid

Date Entered/Updated

19th Sep, 2024

Expiry Date

11th Oct, 2024

Source URL: <https://www.activelink.ie/vacancies/community/111020-merchants-quay-ireland-people-culture-administrator>