

Foróige: Human Resources Administrator
(<https://www.activelink.ie/node/111068>)



JOB TITLE: Human Resources Administrator
Job Reference: FRGJOB_1026

Foróige is the National Youth Development Organisation, which promotes and fosters youth development through the operation of various youth services in urban and rural areas throughout the country. Foróige is currently recruiting for the following position:

HUMAN RESOURCES ADMINISTRATOR

Project Summary

The HR Team works in partnership with the organisation using best practices in HR. You will be part of a team of people who support managers and staff to do their best work. This is an opportunity to work with an ambitious HR Team who work together to support each other to achieve the needs of the organisation.

The successful applicant will have the following essential requirements;

- Bachelor's degree in Human Resources or related discipline.
- Minimum 1+ years' experience in either an HR Administrative / Recruitment role with office experience.
- Access to car and full Irish driving licence.
- CIPD qualification is an advantage.

Please view the [Job spec](#) for full list of requirements.

(https://www.foroige.ie/sites/default/files/frgjob_1026_human_resources_administrator.pdf)

Applications for the above vacancy should be made by way of CV and Cover Letter.

The full job spec is available to download from our website www.foroige.ie (<http://www.foroige.ie>) Email applications to: recruitment@foroige.ie (<mailto:recruitment@foroige.ie>)

The deadline for returning completed application forms is 12pm Thursday 3rd of October

Foróige is committed to a policy of Equality of Opportunity in its employment practices.

Region

Park West, Dublin

Date Entered/Updated

23rd Sep, 2024

Expiry Date

3rd Oct, 2024

Source URL: <https://www.activelink.ie/vacancies/children-youth/111068-foirige-human-resources-administrator>