

Dublin Simon Community: Recruitment Officer **(<https://www.activelink.ie/node/112276>)**



Recruitment Officer

About us:

At Dublin Simon Community, we are passionate about making home a reality. Our aim is to empower people to access and retain a home by providing housing, prevention, addiction treatment, emergency response and other targeted interventions, through advocacy and partnership. If you share our values and want to make a difference also, come talk to us at Dublin Simon Community. We are looking for client focused, friendly and adaptable people to join our team.

About the job:

This is an exciting opportunity for an enthusiastic and hardworking individual looking for a new challenge in Recruitment. The ideal candidate will be personable and a problem solver with great attention to detail and a team player. You will work within a stand-alone Recruitment Team of 2 other Officers, reporting into the Recruitment Manager.

Working Hours & Location: 9am - 5:30pm, hybrid working accommodated, office based in Smithfield, Dublin 7.

Contract: 12-month fixed term contract

Responsibilities:

Sourcing Candidates

- Attract suitable candidates for a wide array of roles, from front line Support Workers to support staff.
- Use various channels such as job boards, professional networks and existing staff to source candidates

Screening and Interviewing

- Review all resumes and applications, ensuring a response regardless of candidate's suitability for the role.
- Hold initial screening calls to assess candidate's suitability for the role
- Coordinate and conduct in person and virtual interviews with hiring managers

Job Offer and Onboarding:

- Make job offers through our ATS following successful interviews.
- Begin the onboarding process for successful candidates, including references checks

Recruitment Administration:

- Maintain accurate and organised candidate records
- Ensure compliance with GDPR, Dublin Simon Policies and Employment law throughout the recruitment process.
- Participate in ad hoc projects as assigned by the Recruitment Manager.

Essential skills and experience:

- Previous experience in Recruitment, Human Resources or Learning and Development.
- Experience using an ATS in the past.
- Excellent IT skills and experienced Microsoft Office 365 user (Teams, Outlook, Excel, MS Forms).
- Passion for helping people, with the ability to work in a changing environment with a problem-solving attitude.
- Organised and excellent attention to detail
- Excellent communicator both verbally and in writing.
- Demonstratable interpersonal skills, with the ability to self-motivate and think positively.

Desirable skills and experience:

- CIPD qualification or similar.
- Experience working in the non-profit sector.
- Understanding of homeless issues in Ireland and the areas that Dublin Simon Community operate in.

Benefits:

- 25 days annual leave
- 5% matched contribution to your pension
- Paid Sick Leave Policy
- Paid Maternity Leave Policy
- Bike to Work Scheme
- Commuter Travel Tax Savers Ticket
- 1st-week Comprehensive Training.

[Apply for the position \(https://candidate.hr-manager.net/ApplicationForm/SinglePageApplicationForm.aspx?cid=1543&departmentId=18960&ProjectId=144495&MediaId=4620\)](https://candidate.hr-manager.net/ApplicationForm/SinglePageApplicationForm.aspx?cid=1543&departmentId=18960&ProjectId=144495&MediaId=4620)

Application due date: 01/12/2024

For queries relating to this position please telephone(01) 635 4860 (Tel:016354860)

Region

Dublin 7 / Hybrid

Date Entered/Updated

20th Nov, 2024

Expiry Date

1st Dec, 2024

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