

Involve: HR Assistant (Part Time)
(<https://www.activelink.ie/node/115225>)



Job Title: HR Assistant

Reporting to: CEO

Hours: 5 hours per week (1 hour per day)

Location: Involve, Unit 1, Monksland Business Park, Athlone.

Job Purpose: Provide specific Human Resource administration for Involve CLG.

Key Duties:

HR Support

- Support HR Officer to administer and maintain HR related documentation.
- Maintain Employee related databases.
- Support HR Officer to create and revise Employee systems and procedures, record keeping systems and forms control.
- Update and maintain the HR-ONLINE system for Employees.
- Liaise with Peninsula with regards to HR-ONLINE system as required.
- Support HR Officer oversee the cloud file storage system, and provide upload support for the Youth Service as required.

Team:

- Address administrative problems and identify solutions.
- Maintain professional and technical knowledge by identifying and attending appropriate educational workshops as required.
- Adhere to stated policies and procedures relating to Health and Safety, and quality management.
- Follow up with all audit recommendations with relevant staff.
- Ensure all Compliance reporting is up to date by relevant staff.
- Carry out additional duties as assigned by the manager as appropriate to the post.

Policies:

- Strictly adhere to data protection, GDPR and confidentiality practices
- Adhere to stated policies and procedures relating to Health and Safety and quality management.

Requirements:

- Relevant qualification, or 3 years' experience in a similar role.

These are the key duties and responsibilities for the post and they are subject to regular review. Any significant changes to the role will be subject to consultation.

Additional information can be requested through hr@involve.ie (<mailto:hr@involve.ie>)

All Applicants must submit their CV to hr@involve.ie (<mailto:hr@involve.ie>) before Friday 25th April at 5pm

Shortlisting will apply. Involve CLG is an equal opportunities employer.

Region

Athlone, Co Roscommon

Date Entered/Updated

23rd Apr, 2025

Expiry Date

25th Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/115225-involve-hr-assistant-part-time>