

FoodCloud: Human Resources Coordinator (<https://www.activelink.ie/node/103218>)



Human Resources Coordinator at FoodCloud

FoodCloud has a vision for a world where no good food goes to waste and the only thing bigger than our vision is our drive – we are an organisation of doers that are driven by kindness, fairness and desire to help people and the planet.

Would you like to join an organisation that is passionate about tackling food waste and increasing social inclusion in communities across Ireland and internationally?

Are you an experienced Human Resources Coordinator who would like to work for one of Ireland's fastest growing social enterprises? If this sounds like you, we have the ideal role here at FoodCloud.

About the Job

- This role will report to the Head of Human Resources and work closely with and support the Human Resources team to deliver HR strategy and objectives for the organisation.
- Provision HR services to staff and managers in a professional and effective manner while continuously improving HR practice, policy, and process including all aspects of the following:
 - Support the hiring needs of the organisation
 - Performance management
 - Wage and organisation structure
 - Compliance with employment laws and health and safety regulations including associated training
 - Diversity in the workplace
 - New employee onboarding
 - Employee Relations
 - HR policy and GDPR
 - Benefits administration
 - Administer, schedule and report on staff learning and development programs
 - Employee engagement and retention
 - Work to improve the employee experience
 - Complete administrative tasks
 - Ensure the HRMS is up-to-date with accurate information
 - Prepare scheduled monthly, quarterly, and annual reports, including reporting for annual performance reviews as required.
 - Complete ad hoc duties such as the preparation of reports/data for other departments and conducting research from time-to-time, as needed.
- Other duties as required per business needs

Key Skills

- Minimum of 2-3 years experience in an HR related role.
- Strong Learning and Development experience required.
- Recruitment experience required.
- Employee Relations experience required.
- GDPR and/or HR policy experience an advantage.
- HR reporting experience is an advantage.
- Experience with and understanding of the full employee lifecycle required.
- Excellent interpersonal and written and verbal communications skills.
- Strong technical competencies including GoogleWorkspace, Microsoft Office, and HRM software required.
- Degree level qualification in an HR related field and CIPD membership required.
- Enthusiastic and willing to both learn and share knowledge.
- Demonstrated ability to work in a fast paced and ever changing environment.
- Ability to act with integrity, professionalism, and confidentiality at all times
- Knowledge of employment-related laws and regulations including GDPR and other data protection regulations.

Benefits

- The role will be based in our Tallaght Hub and we can also offer flexible working arrangements, such as working from home, in line with role requirements.
- We are very proud of our organisation culture, and our vision, mission and values which you can read more about on our [website \(https://food.cloud/our-mission-vision-and-values/\)](https://food.cloud/our-mission-vision-and-values/) and on social media channels.
- We are a fast growing organisation with big ambitions – there will be plenty of opportunity to grow and develop professionally in this role through training and experience such as [LinkedIn Learning \(https://learning.linkedin.com/product-overview-45?adobe_mc_sdid=SDID%3D264BC378814A4F1E-60B2E15FA1CB9873%7CMCORGID%3D14215E3D5995C57C0A495C55%40AdobeOrg%7CTS%3D1685547032&adobe_mc_ref=https%3A%2F%2Fwww.google.com%2F\)](https://learning.linkedin.com/product-overview-45?adobe_mc_sdid=SDID%3D264BC378814A4F1E-60B2E15FA1CB9873%7CMCORGID%3D14215E3D5995C57C0A495C55%40AdobeOrg%7CTS%3D1685547032&adobe_mc_ref=https%3A%2F%2Fwww.google.com%2F).
- Salary: DOE
- Pension contribution: matching up to 5% of an employee's salary.
- Tax Saver, Bike to Work Scheme, discounted gym membership and more.

If this sounds like your ideal role, we would like to hear from you. Please include your CV and cover letter through the link to apply now!

**<https://foodcloud.orangehrmlive.com/recruitmentApply/109/view>
 (<https://foodcloud.orangehrmlive.com/recruitmentApply/109/view>)**

Region

Tallaght, Co. Dublin

Date Entered/Updated

18th Sep, 2023

Expiry Date

2nd Oct, 2023