

Administrator – HR Dept (Permanent Part-time)

Location: Naas, Co Kildare

Company Profile:

OpenSky a European challenger brand to the large global software consultancies, delivering innovation across Government, Transport, Environment and Health sectors in the Ireland and the UK.

Due to business growth, OpenSky has a new role for an Administrator - HR department in our Naas, Co Kildare headquarters on a permanent part-time basis – approx. 19 hours per week over five days. This an excellent opportunity for an experienced administrator wishing to progress their skills and begin their career in HR working in an international working environment with innovative technologies and solutions.

Why Join our Team:

OpenSky is a dynamic, exciting place to work. We hire exceptional people, and every one of them is empowered to think independently, take initiative and be innovative in their job. We are committed to ensuring that our performance and reward strategies are designed to effectively support our employees at every opportunity and offers an excellent work-life balance.

At OpenSky our employees enjoy the creative, agile and meaningful work they do, the resources and technology they have access to and the benefits we offer. The projects we work on make a real difference, and that's what makes us distinct in our industry. This very factor means that our employees get to work with the latest and emerging technologies.

We've built a truly unique culture here at OpenSky, where our employees are always learning, challenged with interesting projects and rewarded with fantastic benefits. We attract talented individuals from a wide range of cultural, geographic and educational backgrounds whom bring with them a rich variety of skills and experiences.

Our plan is simple; we hire the best people whom possess the skills, talent, expertise, experience and motivation that we require and when we find them, we help them grow, develop and achieve their goals.

The values we share help us to thrive and succeed, both as individuals and as a team. If you share those values, you'll fit right in!

The Job:

The Administrator will participate as a key member of the HR team by ensuring the efficient and effective day to day administration of the HR Department within OpenSky. They will gain varied HR exposure/experience across the spectrum of Human Resource areas and work within an extremely supportive HR team. The Administrator will be afforded the necessary training and guidance to enable them to succeed and develop in this role.

The role requires a dynamic and enthusiastic individual to pro-actively support HR activities and operations to secure efficiency and compliance to company policies. The ideal candidate will have excellent communication, organisational, interpersonal, multitasking and negotiation skills, and have the ability to work individually and as part of a team.

- Recruitment support to include; initial screening of applicants, setting up interviews, attending interviews (where appropriate), arranging pre-employment assessments (where appropriate), conducting reference checks, assisting in relocation activities, assisting in Work Permit applications etc.
- Ensure all new employee files are fully set up and complete
- Recording and maintaining employee leave e.g. annual leave, sick leave etc.
- Ensure all Organisation Charts are maintained and up to date
- Administration of all HR/Training related activities
- Provide a high quality, responsive service to both employees and management on HR administrative queries
- Support and contribute to the HR Team's commitment to HR Standards, Quality Control and Continuous Improvement
- Tracking and compiling weekly, monthly and quarterly HR reports/statistics
- Maintain a positive and rewarding work experience for our employees
- Maintain employee information on HR systems, personnel files and the intranet and manage the department's electronic filing, shredding & archiving to ensure compliance with data protection & other policies
- Any other projects/tasks as directed by HR Manager

Essential Skills:

- A minimum of 2 years' relevant experience working within a fast-paced Administration environment
- HR Administration experience a distinct advantage but not required
- Commitment and interest in pursuing CIPD qualification
- Professional approach, demonstrating and leading the highest levels of ethics, confidentiality and discretion at all times
- Demonstrable success at ensuring a high level of accuracy and attention to detail in carrying out work responsibilities
- Must be an effective communicator with a positive, pro-active, customer focused approach to work and work relationships
- Excellent interpersonal skills and a proven ability to work effectively as part of a team, while also being able to carry out his/her own work under minimal supervision
- Proactive & professional approach, with a proven ability to prioritise work to achieve objectives within required timescales
- Computer literate with strong Microsoft Office suite skills

Personal Skills:

- A strong, high performing work ethic with a focus on personal development and clear goal setting
- Experience of establishing and maintaining effective relationships with internal and external stakeholders
- Ability to work within a small dynamic team
- Experience working in multi-disciplinary teams
- Excellent attention to detail and accuracy is critical to this role
- Ability to multi-task
- Accurate and organised methods of working
- Ability to Travel occasionally

The above statements are not an exhaustive list

What we Offer:

You will form part of a high-performance team, working together to deliver projects of national and international importance changing the way large Business and Governments work.

- Competitive Salary – market adjusted
- Continuous Professional Development
- Education Assistance Programme
- Company Pension
- Incremental Increases in Annual Leave
- Employee of the Quarter Awards
- Employee Assistance Programme (EAP)
- Annual Health Screening
- Employee Referral Scheme
- Ethical Employer
- Friendly, fast paced atmosphere
- International working environment in a growing company
- Work with innovative technologies & solutions
- Personal development programmes

Please note we do not require the assistance of third parties

OpenSky Data Systems is an equal opportunities employer