



**HUMAN RESOURCES OFFICER (GRADE IV)**  
**FIXED TERM, FULL TIME (37 hours per week)**

We are seeking to recruit an experienced Human Resources Officer Grade IV; the successful candidate will work as part of a team in assisting and supporting the Human Resources function of Muiríosa Foundation. The position will be based at Moore Abbey, Monasterevin, Co Kildare for a 6 month period.

Please quote the following reference on your application/email: HRIV

**Requirements:**

- Relevant recognised qualification in Human Resources **or** Other relevant qualification appropriate to the role
- Previous relevant experience in a generalist Human Resources role at a similar level (preferably of a kind that would help contribute in a very meaningful way to the post in question)
- Strong knowledge and ability to apply skills in all aspects of Human Resources Function e.g. Employment Legislation, Policies and Procedures, Recruitment, maintaining an integrated HR System, developing and running reports, sourcing information, application of pay scales, knowledge of Circulars, payroll process, calculations etc
- Strong IT skills to include Word, Excel, Outlook, Core Back Office, Core Portal and Core BI (or similar HR and Time and Attendance system)
- Ability to source information in order to prepare and present well laid out documents/reports/presentations to Senior Management and other external bodies.
- Excellent administration/organisational skills with the ability to prioritise workloads and meet deadlines
- A high level of initiative, good judgement and flexibility
- Excellent interpersonal skills and the ability to work effectively as part of a team
- The ability to work on a varied range of projects

**Informal Enquiries:** Olive Leonard, Director of Human Resources (045 532203)

**To apply:** Applications must be submitted by email to [recruitment@muiriosa.ie](mailto:recruitment@muiriosa.ie), (applications are available at [www.muiriosa.ie](http://www.muiriosa.ie) OR by calling 045 532217)

Closing Date for receipt of completed applications: **Friday 15<sup>th</sup> June 2018**

**Please note that for each position a panel may be formed.**

The Muiríosa Foundation is an equal opportunities employer.