

Open Position – HR Administrator - Clonmel

CET Connect Ltd is a Data Communications Specialist Company with core skills in Data Centres, Structured Cabling and Fibre Optic Services. We operate across a number of countries including, Ireland, UK, France, Germany, Sweden and across the EMEA region. If you would like to be part of a professional, fast-paced organisation in our Human Resources Department, we would like to hear from you.

For the right candidate, we offer the opportunity for ongoing development in the support of the increasing growth of our organisation. If you believe you have the necessary qualities in character such as, respect for people, strong work ethic, flexibility, value for a high standard of quality work, then you align with our values.

This role is based in the **CET Connect Head Office in Clonmel, Co Tipperary**, and will report to the **HR Manager**. Our intention is that this position will develop into a HR Generalist role over a period of two to three years.

The main responsibilities of this role are to carry out the day-to-day administrative activities of the **Human Resources Department**, which include, but is not limited to the following:

- **RECRUITMENT:**
 - Work with our recruitment partner to source suitable candidates for open positions
 - Support Business Units with interview scheduling, contract preparation and employee file maintenance
 - Assist with the induction, onboarding, and probation process
- **HR METRICS & REPORTING:**
 - Regular recording and reporting of HR metrics including: Headcount, Absence Management, Annual and other Leave types, Disciplinary & Grievance etc.
- **PERFORMANCE MANAGEMENT:**
 - Support each Business Unit with employee performance assessment and review for technical employees
 - Create a standard performance assessment process for use across all Business Units
- **COMMUNICATIONS:**
 - Develop and lead a regular communications process
 - Create standardised communication tools
 - Utilise appropriate social media for HR and business-related activity
- **EMPLOYMENT LAW:**
 - Update policies and procedures in line with legislation and best practice
 - Introduce and communicate updates across the business
- **TRAINING & DEVELOPMENT:**
 - Support training and development initiatives
 - Liaise with the Local Enterprise Office and Skillnet on course selection and funding availability
 - Assist in the continued development of our Technician Training Programme
- **PROJECTS:**
 - Lead and assist in HR related projects, including system and process updates and development
- **WORK TRAVEL:**
 - Provide full travel documentation support for employees undertaking overseas work assignments.



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PERSON SPECIFICATION:

The ideal candidate will be in the early stages of their HR career with a keen interest in developing the role to a HR Generalist position, and will possess the following:

- A Third Level qualification in Human Resources is essential
- Minimum period of three years' experience in a HR or similar role
- Excellent verbal and written communication skills with first rate attention to detail
- Solid organisation and time management skills
- Strong IT skills including with a high degree of proficiency in MS Outlook, Word, and Excel
- Good working knowledge of Irish Employment Law and Best Practice
- Ability to work both as part of a team and on own initiative is critical to the success of this role
- Previous experience of working in or leading projects/project teams is desirable but not essential

