



Role: HR Operations Administrator

Area: Business Service Centre

Sub-Area: HR Transaction Services

Location: Cork

Duration: Specific Purpose **Salary:** Competitive

Ref: EBS271

Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

Background:

The Human Resources area within the Ervia Business Services Centre will provide HR transactional support to all of the Ervia organisations including; Group, Business Services, Networks and Irish Water. It will support the business across a wide range of activities including learning and development, pensions, payroll, schemes, recruitment and communications to employees.

The Role:

Reporting to the Talent Acquisition Lead or HR Operations Lead, the HR Operations Administrator is responsible for supporting the delivery of HR transactional activities within the Transaction Services Centre for the Ervia organisation.

Duties and Responsibilities:

- Provide a high quality, responsive and effective Recruitment and Administration Support Service for the wider Ervia Organisation including but not limited to processing requisitions, advertising roles, screening candidates, liaising with applicants and recruitment suppliers, participation in interview panels as required, reference checking and arranging medicals.
- Work closely with the Talent Acquisition Specialists, HRBP's and Hiring Managers with regard to screening and interviewing scheduling.
- Supporting the provision of HR administrative and transactional services including:
 - Support payroll & pensions administration
 - Provide Learning & Development administration
 - Scheme administration – LSA (Long Service Awards), TaxSaver, Cycle scheme etc.
 - Compensation and Benefits admin
- Prepare and issue all relevant correspondence to employees (e.g. contracts of employment, letters of regret, letter of reassignment)
- Complete the administration activities required for the induction and exit of employees
- Ensure all records are updated frequently to ensure all info is recorded in a timely manner and is accurate.
- Input to weekly, monthly, quarterly and adhoc reports as requested
- Responding to customer queries within SLA.
- Ensuring adherence to relevant Company policies and procedures
- Creating files and store documents accurately and clearly
- Processing payments through the Oracle ebusiness suite

- Develop and promote effective working relationships with the HR functions in the business
- Provide support when required for other areas of the business
- Support the implementation of the HRIS project by providing subject matter expertise when required.
- Support HR Project delivery as required.
- Other duties as required.

Knowledge, Skills and Experience:

- Business/HR Qualification required.
- 2+ years of Talent Acquisition or HR administration experience required.
- The ability to multi-task in a highly pressurised environment with good attention to detail skills.
- Knowledge of CORE HR or similar HR systems an advantage.
- Proven ability to create and develop good working relationships to facilitate the accomplishment of work goals, coupled with the ability to gain commitment from others.
- Experience of working with HR systems and tools to conduct administrative or reporting activities.
- Ability to identify and analyse problems and potential improvements, and propose and implement solutions.
- Ability to proactively identify new areas of learning and using newly gained knowledge and skill on the job.
- Ability to set own high standards of performance and delivering desired results.

The closing date for receipt of applications for this vacancy is the 11th May 2021

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

Please include the Reference Number for this Role when making an application

We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called *ibelong* to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.