

## **Job Description: HR Business Executive**

### **ROLE**

Seeking a Human Resources Executive who can provide a professional HR service to the business. This is an excellent opportunity to work with a leading Medical Device company and gain experience within the fast paced, busy environment of a growing company. As a HR Executive, you will be part of the Finance & Administration Team. The successful candidate will report to the Financial Controller and be responsible for the daily operational activity of the HR Function.

### **PRINCIPLE RESPONSIBILITIES/DUTIES**

The HR Executive will be principally engaged in the following tasks:

- Ensure policies, procedures and HR programs are consistently administered, aligned with organizational goals and are in compliance with professional standards.
- Plan, manage and coordinate all human resources initiatives; recruitment, compensation, benefits, training and employee relations.
- Work closely with the Management Team to implement and drive employee development programmes.
- Update the business on all relevant legislative and best practice changes.
- Drive the culture within the business, supports the Management Team in creating a positive environment for staff.
- Ensure maximum efficiency in staffing all departments by driving regular performance appraisals, regularly updating job descriptions and identifying training solutions.
- Working with other departments to implement the Company's policies and goals.
- Supporting the Management Team in other projects or duties on an ad-hoc basis.

### **DESIRABLE SKILLS & QUALITIES**

The HR Executive must be able to demonstrate the following:

- 3 - 5 years Generalist HR experience in a HR Management role, ideally within a Medical Device environment
- CIPD Qualified
- Excellent Knowledge of Irish & European Employment Law Practices
- A results orientated, problem solving approach
- Excellent Organisational Skills
- Excellent Communication Skills
- Excellent Documentation Control