



Atlantic Therapeutics is a growing organisation with an exciting new product that changes people's lives. We are building a team of people with the belief, passion and expertise to make our business a success and positively influence our customer's quality of life. Our vision is to enable millions of people each year to restore pelvic health, and thereby restore their control, confidence and active lifestyle.

Job Title **HR Administrator**

Using your HR and administrative expertise, you will support the Vice President of Human Resources in delivering on the organisations people strategy and providing the best possible service to the organisations internationally based employees.

What's important:

Excellent organisation skills and a methodical approach to work.

A solid understanding of HR and a desire to learn.

A positive and friendly demeanour.

The day to day:

- Maintain and update electronic and hard copy employee record systems containing all employment related information.
- Provide administrative support to the recruitment process including placing advertisements, liaising with agencies, arranging interviews, issuing correspondence, checking references etc.
- Prepare HR documents including contracts of employment, letters for employees confirming employment etc.
- Administer starter/leaver processes including all documentation, induction processes and exit interviews.
- Support all training requirements by booking courses, liaising with providers and attendees and maintaining training records.
- Manage all leave requests including maternity, paternity, parental etc. processing associated documentation and communicating to payroll etc.
- Liaise with the finance department to input employee related updates for monthly payroll.
- Administer all benefits including healthcare, pension etc. for Irish and UK employees.
- Update HR policies as necessary.
- Create regular reports and presentations on HR metrics e.g. absence, turnover etc.
- Support the VP of HR with ad-hoc projects.
- Maintain appropriate confidentiality of information relating to the Company and its staff and maintain compliance with the Data Protection Act.

Where you've come from:

You will have a third level degree in Business or HR with previous experience in a HR Administration role.

Who you are:

Proven work experience as an HR Administrator or other relevant role.

Experience with HR software systems

www.atlantictherapeutics.com

www.restorethefloor.com

<https://www.linkedin.com/company>



Advanced Microsoft Office skills
Solid knowledge of HR processes and procedures, employment laws etc.
Excellent written and verbal communication skills.
Strong organisational skills with an ability to prioritise important projects.
Team player with well-developed interpersonal skills.
Focused with excellent attention to detail.
Results orientated and a self-starter with the ability to work on own initiative.
Commitment to continuous improvement and problem solving.

How you work:

We have created a list of competencies that are required at different levels, for every role within our Company:

COMPETENCY	ADVANCED/INTERMEDIATE/BASIC
Communication	Advanced
Interpersonal skills	Advanced
Adaptability/Flexibility	Intermediate
Accomplishments/Results Orientation	Intermediate
Attention to Detail	Advanced
Analytical	Intermediate
Customer Service Orientation	Advanced
Sales Orientation	Basic
Decision Making, Problem Solving & Judgement	Intermediate
Initiative & Innovation	Intermediate
Leadership	Intermediate
Planning & Organisation	Advanced
Pressure Tolerance & Resilience	Intermediate
Supervising & Developing Others	Basic
Teamwork/Working with Others	Advanced