



JOB TITLE: Human Resources Administrator

LOCATION: Dungannon, Co. Tyrone

About Kiverco:

At Kiverco we believe in a World where Recycling Plant recovers much more, much more accurately and for much longer. Kiverco is a premium brand business with an international reputation for making the World's Toughest Recycling Plant. We have been focused on making the World more sustainable for thirty years.

You will be joining the Company at an interesting time, as Kiverco has just secured some of our most exciting projects to date and we are in the process of launching a new line of revolutionary machinery.

Our Company has evolved over the years and its growth is a direct result of the hunger for creating new distinctive, bespoke, innovative products to help transform the World's waste. Our obsessive behaviour to constantly evolve our offering has meant that we have also become industry-leading experts in the field of waste processing machinery.

Kiverco delivers high quality solutions with excellent customer service globally.

The person:

We are seeking a highly organised Human Resources Administrator to join our team. The ideal candidate will play a crucial role in supporting the HR department in various administrative tasks, ensuring the smooth operation of our Human Resources process. Responsibilities will include maintaining employee records, assisting with the recruitment and on-boarding process, organising engagement and wellbeing events, addressing HR related queries and contributing to the overall efficiency of the HR function.

Key activities:

- Create and maintain accurate and up-to-date employee records in the HR database and personnel files
- Assist with the end-to-end recruitment process, including attending interviews when required
- Coordinate new employee on-boarding activities to ensure a positive on-boarding experience
- Administration of the site Time & Attendance system
- Assist with the absence management procedure, ensuring return to work paperwork is completed, absence triggers are monitored and the absence management process is followed
- Support with the organisation and administration of employee benefits, engagement and wellbeing programmes
- Assist in the implementation and communication of HR policies and procedures
- Address routine HR related enquiries
- Prepare and generate HR reports, as required
- Assist with the coordination of training programmes for employees and maintain employee records
- Attend meetings and events when required
- Any other duties HR administration duties that may be necessary

Criteria required:

- At least 1 year HR administration experience in an office environment or undergraduate placement experience
- A knowledge of HR processes, policies and procedures
- Excellent IT skills, proficiency in Microsoft applications. Experience using HR systems an advantage

- Strong organisational skills and keen attention to detail
- Excellent interpersonal and communication skills, both written and verbal
- Ability to multitask and thrive in a fast-paced environment
- Discretion and the ability to handle confidential information with professionalism

Rewards & benefits

- Highly competitive salary in line with experience/capability
- Company pension
- Substantial Company healthcare provision
- Refer a Friend scheme
- Long Service Awards
- Generous holiday allowance
- Career progression opportunities
- Other employee benefits

To apply for this position please send your CV with a cover letter to careers@kiverco.com