**Human Resource Graduate**

Irish Cement Limited is seeking applications for the position of a HR Graduate on a two-year contract based in our Head Office in Drogheda, Co. Louth.

Irish Cement Limited is a fully owned subsidiary of CRH plc and has manufactured cement in Ireland for over 85 years. It operates two cement-manufacturing facilities, one situated in Platin, approximately 5km from Drogheda, Co. Louth and a second in Castlemungret, Co. Limerick. Production uses the most advanced, energy-efficient technology to create a range of high-quality cements to the highest Irish and International standards.

We have a range of ongoing and upcoming HR initiatives and projects in areas such as Recruitment, Graduate Development, Information Systems and Talent Management. The successful candidate will be part of the HR Team reporting to the HR Director.

**Duties & Responsibilities:**

* Co-ordination of the recruitment & selection process for professional staff, from drafting job specifications and adverts to participating in the interviews and providing feedback to candidates. Target graduate recruitment through attendance at Career fairs and by developing links with universities, producing recruitment material.
* Effective management of the administration relating to the performance management and mentoring programmes.
* Organization and recording of appropriate training programmes as per the training needs outlined in performance management meetings.
* Maintenance of HR database and admin on systems along with employee files.
* Administration of employee benefits and co-ordination of wellbeing initiatives
* Implementation and maintenance of employee policies and procedures.
* Specific project work as required.

The above list is not exhaustive. The successful candidate will be expected to perform duties as necessitated by the changing role and the overall business objectives of the Company, as directed.

The position will offer the successful candidate the opportunity to develop their skills in a highly challenging and rewarding environment, as well as the potential for further career opportunities within the organisation.

**Essential Qualifications, Knowledge and Skills Experience:**

The candidate should bring a positive attitude and self-starting ability with the aptitude to take ownership of projects as required and see them through to completion. Along with:

* Third-Level Honors Degree in Human Resources or relevant discipline (CIPD).
* Experience dealing with people.
* Proficient in Microsoft Office, Microsoft Project
* Excellent attention to detail
* Strong communication, collaboration and influencing skills.
* Excellent interpersonal skills.
* Relevant HR experience is advantageous.

Applications should be made through this link:

Any questions can be made to [careers@irishcement.ie](mailto:careers@irishcement.ie) using the following subject heading “HR Graduate – Head Office”.

Visit our [Job Opportunities](https://www.irishcement.ie/careers/job-opportunities/) page for more information and to apply now.

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