

VACANCY

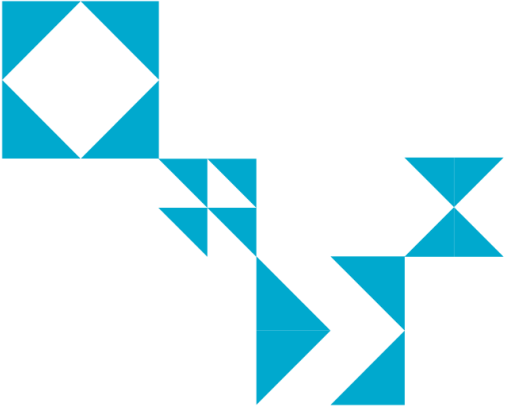
HR Administrator & Reception

Irish Cement Limited, a subsidiary of CRH plc, is seeking to recruit a HR Administrator and Receptionist to join the HR team. This permanent position is based at its Head Office in Platin, Drogheda, Co. Louth. The role will combine both HR and Reception duties and be seated between both areas during any given week. The role reports to the HR Manager.

Irish Cement Limited 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.

The person will be involved in:

- Pension Scheme Administration and Support.
- HR Administration including; maintenance of personal records, training records, long-service awards, bike to work scheme, health checks, organising training courses, etc.
- Handle and process all Purchase Orders and invoices in a timely manner.
- Support the team with any event management, hotel bookings, flights etc.
- Handling incoming calls / emails and directing them to the appropriate dept / person.
- Greeting visitors, couriers, deliveries etc
- General admin. support to the office.
- Provide cover for leave around holidays or absence



The successful candidate should ideally possess:

- A professional and friendly manner
- Flexible approach to work and ability to multitask.
- Excellent communication and interpersonal skills
- Strong IT skills (MS Office, Excel)
- Excellent attention to detail
- Knowledge of Oracle or a HR system an advantage
- HR experience in industry an advantage

Candidates wishing to be considered for this position can submit a current CV to careers@irishcement.ie using the subject heading "HR Administrator & Reception". Visit www.irishcement/careers for more information.