

Title: Human Resources Administrator

Reporting to: Head of Human Resources

Contract Type: Temporary (3-month FTC)

Location: Dublin, Ireland

Role Summary

The Human Resources Administrator will provide essential support to the HR Department across a variety of functions, including recruitment, record management, policy review, and key annual initiatives. This role serves as a trusted partner, working closely with HR colleagues, employees, and senior management to ensure the successful delivery of HR projects and processes.

Key Responsibilities

- Being first point of contact for people-related queries via HR inboxes and respond to queries in a timely manner where possible and escalating when needed.
- Prepare and maintain organisational and HR reports, including HR metrics.
- Producing reports and assisting with HR data and analytical projects.
- Support recruitment, onboarding, and offboarding processes, including candidate screening and preparation of new hire documentation.
- Conduct research on HR-related topics such as benefits, legislation, and regulatory changes.
- Maintain confidential records, including vendor contracts and agreements in line with GDPR.
- Assist with internal communications across departments. Maintaining HR system with accuracy and keeping data clean and up to date across multiple platforms.
- Support the HR team with projects and ad hoc work.

Requirements

- Minimum of one year's experience in a human resources role aligned with the responsibilities above.
- Proven ability to collaborate effectively with diverse teams, including senior leadership.
- Strong commitment to diversity, equity, and inclusion.
- Ability to manage multiple priorities and adapt to changing workloads.
- Excellent organisational and project management skills.
- Strong interpersonal and communication skills, both written and verbal.
- Proficiency in MS Office Suite.
- High attention to detail and ability to analyse information accurately.
- Ability to maintain confidentiality at all times.
- Flexible and adaptable to shifting priorities and deadlines.

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