

anpost insurance	An Post Insurance Job Advert	
TITLE: Job Advert		
APPROVED BY: Becky Hand		
CLASSIFICATION LEVEL: Internal Only		

<u>Job Title:</u>	HR Administrator
<u>Location:</u>	Athlone / Working from Home
<u>Reporting To:</u>	HR Manager
<u>Role:</u>	Providing an opportunity for a motivated and passionate individual to join a collaborative, dynamic team. The role involves providing administrative support to the HR Manager, with a particular emphasis on recruitment and onboarding, creating and maintaining HR records, management of the HR Information System along with completion of all routine HR administration activities.


Key Areas of Responsibility:

- Provide day to day administrative support to the HR Manager, ensuring adherence to HR policies and procedures, and management of key HR processes.
- Maintain accurate and compliant employee records in line with GDPR and organisational policy and standards.
- Support the HR Team in end-to-end recruitment processes, leading the full recruitment cycle, to include advertising, shortlisting, interview support and selection.
- Deliver a positive and immersive onboarding experience for employees.
- Act as key contact for the HR Information System – create and maintain employee profiles, manage system updates, conduct audits, prepare HR reports and collate relevant data and insights.
- Support the HR team with employee engagement initiatives to further build on our positive, inclusive culture.
- Contribute to wellbeing and wellness initiatives, assist in developing initiatives aimed at enhancing employee wellbeing and driving employee engagement across the organisation.
- Conduct ongoing research, focusing on current and emerging HR trends, recommending data driven solutions to improve processes and add value to the HR Function.
- Build positive and collaborative working relationships within the team and organisation, helping to gain employee understanding, buy in and commitment regarding HR initiatives, policies and processes.
- Support the HR Team in delivery of HR goals and strategy.
- Support ad hoc HR projects, reporting and related duties as required.

PERSONAL SPECIFICATION

Essential Requirements

- Relevant third level qualification in HR or Business-related discipline.
- A minimum of 2 years' experience in an administrative role in a professional or HR environment.
- Highly organised, structured approach to work, strong self – discipline with an ability to meet tight deadlines, to multi – task and prioritise in a fast-paced environment.
- Confidentiality and professional integrity.
- Team player with the ability to work on own initiative.
- Excellent time management and attention to detail.

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- Strong communication and interpersonal skills.
- Proficient in Microsoft Office packages – Outlook, Teams, Word, Excel, PowerPoint.

Desirable Requirements

- Previous experience working in a HR role.
- CIPD or equivalent HR qualification.
- Previous experience using HR Information Systems.

Please send a CV and Cover Letter to Careers@anpostinsurance.ie by **close of business 19th November 2025.**