



HR Administrator

Title:	HR Administrator
Location:	Dublin
Employee Status:	Full Time, Permanent
Salary:	Competitive
Experience Required:	1 – 2 years in a similar role – Fast Paced Start Up Environment Exp Advantageous
Qualifications:	CIPD Diploma or HR Degree would be advantageous

Founded in Dublin in 2010, iCabbi provides taxi companies with the tools they need to compete in today's fast-paced world. Our taxi dispatch software powers over 750,000 rides every day in Ireland, the UK, Finland, the USA, and Canada - and we're currently expanding into a number of new markets. iCabbi's vision is to put taxi companies at the centre of mobility. We support this in three key ways: by building the world's best taxi dispatch system; delivering a marketplace for open innovation and creating new enterprise models to transform the taxi industry.

We recruit people who are **S**ound, **P**articipate with passion and purpose, who are **A**mbitious for our customers and themselves, are **R**esourceful and use **K**inetic energy to spark ideas and put them into motion! Have you got **SPARK**?

Role:

We are looking for an ambitious person to join our busy HR Team here in the Dublin office. This role is a new role to the HR Function and will report to our Head of HR and OD. The successful candidate will have the opportunity to learn, grow and develop their HR Career through professional learning opportunities provided within a fast paced, agile, growing and fun environment. This role requires a highly motivated, confidential and committed individual, who thrives in a fast-paced working environment, can build strong professional relationships and can adapt to individual work styles and varying situations

Responsibilities

- Responsible for all stages of the Recruitment Process (Job Posting, Short Listing, arranging interview panels, interviewing on occasion via telephone and in person, On-Boarding and Scheduling Induction/Training, Maintaining all of the Candidate databases)
- Assist in the administration of correspondence associated with the recruitment process
- Responsible for the provision of 'best practice' HR advice, guidance and administrative support and the provision of enhanced customer service.
- Ensure that all relevant documentation (e.g. written references, original qualifications, verification of previous service etc.) is in place prior to the commencement date.
- Prepare contracts of employment in accordance with employment legislation and GDPR compliance.
- Ensure details of new appointments are fully prepared for integration into all HR information systems, employee HR file etc.
- Entering new hires in the HRIS system ensuring that our monthly payroll information is supplied to Payroll.
- Develop and maintain administrative systems and processes to support the HR functions
- Co-ordinate the provision of statistical information as required
- Co-ordinate all HR Checkpoint Meetings
- Plan Probation Reviews and ensure compliance.
- Administer all types of leave and relevant correspondence for annual, maternity, parental, career break leave etc
- Maintain the Company Handbook
- Coordinating Training



- Planning of Engagement Events
- Contribute to, and support, Positive Workplace Environment with wellness initiatives.
- Enhance and Develop our Employer Brand
- Answer employees queries about HR-related issues

What will you bring to us?

- Relevant HR Qualification Advantageous but not an essential if candidate has experience
- Minimum two years' experience in a similar role
- Experience within a fast-paced environment
- High levels of initiative to take the reigns on projects and see through to completion.
- Excellent attention to detail
- Can do attitude with hunger to learn and develop
- Strong discretion and understanding of confidentiality
- Team player with excellent communication
- Someone who is outgoing, fun and not afraid of a challenge!

What will we give to you?

- Opportunity to gain experience and knowledge in a unique industry
- Further education and training to enhance your skillset
- We empower you to make your own career by working with some of our leading clients and forging new relationships with colleagues and customers
- A team of highly experienced technology and development professionals to work with and support you.
- A leadership team who have a worthwhile mission and who excel at that mission.
- A chance to work with one of the market leaders in the Taxi Industry, currently disrupting a market and leading change within Mobility
- A company that is going from strength to strength with significant growth plans that we are achieving.