

HR Intern

Location: Leopardstown, Dublin 18.

3-month FTC - Full Time [37.5hrs]

Job Purpose

The **HR Intern (3-Month Fixed-Term Contract)** will provide administrative and coordination support to the HR team while gaining practical experience in a professional HR environment. This role is ideal for a student, graduate, or individual looking to develop an understanding of HR processes and workplace initiatives.

The successful candidate will support a variety of administrative tasks, assist with HR projects, coordinate wellbeing and employee engagement activities, support training and development initiatives, and help ensure information is accurately maintained and organised. This role offers exposure to a broad range of HR activities while working closely with the HR team and supporting key people-focused initiatives.

HR Responsibilities

- Provide general administrative support to the HR team.
- Support the coordination and administration of employee wellbeing initiatives, including organising activities, maintaining schedules, and sending communications.
- Assist with the development and maintenance of the annual wellbeing plan.
- Support training and development activities, including gathering training information, tracking attendance, and assisting with training analysis and reporting.
- Schedule meetings and organise calendars for HR-related activities and projects.
- Prepare presentations, spreadsheets, and other documents to support HR initiatives.
- Assist with employee engagement activities and events.
- Assist with responding to general employee queries and directing requests to the appropriate HR team member.
- Undertake ad hoc administrative duties and projects as assigned.

Knowledge & Skills

- Strong organisational skills and attention to detail.
- Good communication and interpersonal skills.
- Proficiency in Microsoft Office applications, including Outlook, Word, Excel, and PowerPoint.
- Ability to manage multiple tasks and meet deadlines.
- Positive attitude with a willingness to learn.
- Strong administrative and coordination skills.
- Interest in Human Resources and employee wellbeing initiatives.
- Previous HR experience is not required; full training will be provided.

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