

HR Administrator

Applications are invited by the Dublin office of MaplesFS for the position of

HR Administrator (3 month Fixed Term Contract)

who will work within the HR Shared Services team supporting the European offices.

The HR Administrator will be involved in administration including the onboarding and off boarding process, absence management, benefits administration and assisting with the immigration process. This role may include supporting the Talent Acquisition and Learning and Development process.

The successful candidate will manage sensitive, confidential matters, maintain employee records and must adhere to confidentiality at all times. He/ she will be involved in HR projects, preparation of HR reports, updating of new policies and procedures and strive to generate new ideas for improving efficiencies within the HR process/function.

The successful candidate will have excellent organisational skills, possess strong attention to detail and be able to manage time effectively. He/she will have effective problem solving skills and be able to remain calm and polite in demanding situations.

He/she will have excellent communication skills, both verbal and written and be able to deal with all levels of staff. He/she will be proficient in the use of Microsoft applications. Knowledge of HR systems is desirable.

Knowledge of local labour laws will be an asset.

The successful candidate will have a Bachelors degree in HRM or related field or three years' previous HR and/or administrative experience in a professional service firm.

We offer a supportive environment, structured on a team basis. Salary will reflect qualifications and experience.

Qualified applicants should write, enclosing their CVs, to careers.eu@maplesfs.com quoting reference: Dublin- HR Administrator.

Applicants will be required to undertake testing. Only successful candidates will be contacted.

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