
Kefron – HR Assistant

Position Reports to: Human Resources Manager

About Kefron

Kefron is a family owned document and information management company.

Kefron is a people business and we are experts in what we do. People like doing business with people who work closely with them to understand their needs. That's why we recognise that our core strength is our people and because of this, our people pride themselves in getting things right.

Our Vision: Our brands in every building

Our Mission: To get closer to our customers. See the need, deliver the solution

Our Values:

- Passion & Pride
- Security & Trust
- Initiative & Ownership

Job Purpose:

As a member of the Human Resources Team. You will act as the first point of contact for HR-related queries from employees and external partners.

Key Responsibilities (Key Responsibilities include, but may not be limited to)

- Reviewing and screening CVs, coordinating interviews, drawing up offers of employment and reference checking
- Managing the onboarding and offboarding process
- Managing all record keeping and administration for the HR department
- Managing all employee files via M Files
- Answering daily queries through the HR inbox
- Managing employee benefits initiatives including travel pass, pension healthcare, cycle to work scheme etc. in conjunction with finance
- Co-ordinating, delivering and administration learning and development initiatives
- Assist HR manager with the online performance management system, system administration and reporting



- Monitoring and processing requests for types of leave (e.g. maternity leave, parental leave, force majeure leave, careers leave etc.) and conducting timely risk assessments on pregnant women
- Update and manage HR systems
- Coordinating HR projects as required
- To support the payroll department with payroll queries
- Support Health and Safety initiatives
- Updating company Intranet
- Assisting HR Manager with HR projects as required

Contract type and hours

This is a 6 month temporary role on a fixed three day week.

Personal Specification

Principal Qualifications Required:

- Leaving Certificate
- Diploma in Human Resource Management (or similar qualification)

System Experience:

- Word Press
- Clear Review Performance Management
- M-Files
- Sys-Aide
- Academy HQ
- ACT Management
- Thomas International
- PXT International

Personal characteristics:

- A professional and very dynamic person that can adapt to the ever-changing environment of Kefron.
- Must be high energy and self-motivated and deliver on agreed commitments in a professional and timely manner.
- Excellent communications and relationship skills
- Must be a team player, yet highly self-driven and ambitious
- Strong organisational skills in order to deliver on customers' expectations.

Right to Work

Applicants must have the legal right to work in Ireland in accordance with Irish law.



Kefron is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity. If you have a disability or special need that requires accommodation, please let us know.