



Job Title: Group HR Manager

The Business: CJ SHEERAN is Ireland's largest manufacturer and recycler of timber packaging and pallets, providing a premium quality, sustainable and accredited packaging solution to Ireland and the UK's diverse network of pallet consumers. An excellent opportunity to join a large manufacturing organisation as Compliance Officer. This leading manufacturer is headquartered in Laois with a number of production plants across the island of Ireland.

Job Overview: We are seeking a dynamic and experienced HR Manager to join our team. The successful candidate will play a pivotal role in ensuring the effective management of HR within the organisation, contributing to the development and implementation of HR policies, procedures and initiatives that align with our strategic objectives. The position will be based primarily in Mountrath, Co. Laois and will require occasional travel to our other locations.

Responsibilities:

1. Strategic HR Leadership

- Collaborate with Senior Management to develop and implement HR strategies that support the overall business objectives.
- Provide expert advice and guidance on HR matters to ensure compliance with employment legislation and best practices.

2. Talent Acquisition and Onboarding:

- Manage the end-to-end recruitment process, including sourcing, screening and interviewing qualified candidates.
- Oversee the onboarding process to ensure a smooth integration of new employees into the organisation including suite of onboarding documentation.

3. Employee Relations:

- Foster a positive and inclusive work environment by addressing employee concerns, resolving conflicts and promoting effective communication.
- Conduct investigations and provide guidance on disciplinary actions when necessary.

4. Training and Development:

- Maintenance of the Group Skills Matrix
- Identify training needs and develop programs to enhance the skills and capabilities of employees.
- Work closely with department managers to implement professional development plans.
- Co-ordination and monitoring of apprenticeship programs

5. Performance Management:

- Implement performance management systems to assess employee performance and facilitate continuous improvement.
- Co-ordinate performance reviews and provide guidance to managers on goal-setting and feedback.

6. HR Administration:

- Maintain accurate and up-to-date HR records ensuring compliance with data protection regulations.
- Generate reports and analytics to support decision-making process.
- Upkeep of company timeware software package
- Administrative support to the Payroll Division and H&S Division as required

Skills and Experience:

- Bachelor's degree in Human Resources, Business Administration or a related field
- Proven experience as a HR Manager or in a similar role
- In-depth knowledge of Irish employment legislation and HR best practices
- Strong interpersonal and communication skills

How to Apply:

- Interested candidates should submit their CV and a cover letter outlining their relevant experience and qualifications to hr@cjs.ie. Closing date for applications is COB Friday, 1st December 2023.