



Job Details

Reports to: HR Director
Title: People Team Administrator
Location: Eastpoint Dublin
Duration: Fixed Term Contract, 1 year

About Virgin Media:

At Virgin Media, we've got a very different way of looking at the world - and it shows in what we're like as a place to work. We think work should be fun - because fun is what our customers demand from our services. So you'll be joining a bunch of people who are free-spirited, capable of coming up with their own ideas, and given free rein to put their talents to their best use. But besides being all about fun, we're also deadly serious when it comes to putting our customers first! Whether it's TV, mobile, home phone or super-fast broadband services, at Virgin Media Ireland we're 110% focused on making our customers lives easier, richer and a little bit more fun.

It's not a nine-to-five, clock in and tune out sort of place. And there's no corporate mask to put on at the door - you can just be yourself. We're hard working, but in it together. Creating something special. Because let's face it. If you don't love what you do, it's time to do something else. Join us.

About the Role:

Critical to the Virgin Media Ireland People Team, we are looking for a People Team Administrator to come and join us and provide support to the HR Director and divisional Business Partners. You'll be helping us to drive people engagement, supporting the people strategy and bringing the Virgin Way to life.

Specific Tasks/ Duties:

Your duties will be wide ranging, but ultimately you will be responsible for:

- Data and insights – developing a suite of reports that provide baseline data for monthly reporting purposes, for example for the People Leadership team, CEO. Providing recommendations on gathered data for reporting purposes.
- Managing our financials - processing People team invoices, proactively managing our vendor contracts, raising purchase orders and monitoring our monthly budget for exceptions
- Leading projects - managing various People projects and supporting the overall integration of the Virgin Media's UK and Ireland's People teams
- Resourcing – helping us to find the top talent, coordinating recruitment campaigns, managing job announcements, administering employment contracts and the Code of Conduct programme and coordinating employee inductions
- HR system administration - keeping all employee files up to date in a confidential, secure manner. Supporting the administration of Pearl, our online performance management system.

- Stakeholder management - providing support and guidance on People policies and procedures to all Virgin Media Ireland employees
- Managing People communication – working with our Internal Communications Executive to deliver timely, on-brand employee communications and providing administrative support for HR website information.
- Payroll activities – liaising with the payroll team regarding employee pay related changes
- Benefit administration - managing general employee queries on their benefits, providing administrative support for our pension scheme members, purchasing monthly and annual Travel Saver tickets and processing Cycle to Work scheme applications
- Providing assistance to the HR Director, namely;
 - a. Scheduling meetings and events
 - b. Diary and email management
 - c. Travel coordination

The Person:

Everyone in our People Team has a proactive approach to work, with a keen eye for detail and the ability to deliver to deadlines. If you join us as the People Team Administrator we would want you to have:

- At least three years HR administration experience, whilst not essential, a HR based degree, or one that covers an element of HR is preferred
- Strong IT skills, advanced Microsoft Office user, competent database administrator
- A high level of numeracy and strong data analytical skills
- The ability to handle confidential information in a sensitive professional manner
- Strong interpersonal and communication skills

Join and you'll be part of the Virgin Media family. You can trust us to do the right thing by you. We're a great place to work – and we offer impressive benefits too. Get ready for a generous holiday allowance, contributory pension and of course, discounts on our fantastic mobile, broadband and cable.

Ready to TURN IT ON? Apply jobs@virginmedia.ie

Not your ideal job? Visit our career page to view all of our other open vacancies; <http://www.virginmedia.ie/careers>

Virgin Media is an equal opportunities employer. Having a diverse workforce is critical to the success of our business.