



## HR Generalist

**Reporting to:** Head of People & Culture

**Department:** People & Culture

**Contract Type:** Permanent, Full-Time, Monday – Friday

**Advert Closing Date:** Tuesday 30th April

### ABOUT US

Established in 1979, Codex has grown to be the market leader in the provision of a wide range of office supplies, furniture, office fit-out and print services across Ireland.

Over the past 40+ years, our organisation has been steadily building on the core values that got us started - **Ambition, Customer First, Innovation, Integrity and Belonging**. Today, we employ over 85 team members around the country, with an annual turnover of over €35 million in 2023 and have ambitious plans to grow further. We are now seeking to recruit a talented HR Generalist to join our growing team.

### ABOUT THE ROLE

Reporting to the Head of People & Culture, you will partner closely the management team, to provide support on all day-to-day HR related matters. In addition, the HR Generalist will assist in driving key people initiatives around culture, employee experience, performance, and talent development.

This is an exciting opportunity for a skilled HR professional to join an evolving HR function and to apply their experience and knowledge to various continuous improvement and development projects within the area of people and culture. The successful candidate will be a cultural ambassador, who embodies our core values and will play a key role in supporting the delivery of outstanding employee experience at Codex.

### WHAT YOU WILL DO

#### Management Support

- Providing expert HR advice and guidance to managers regarding internal HR procedures
- Coaching and mentoring managers on employee relations issues such as disciplinary, grievance, absence, and performance management

#### HR Administration

- Ensure all best practice processes and procedures are in place for maintaining employment records and documentation, in line with HR compliance and governance, organisational requirements, GDPR to audit standards.
- Review and update our Employee Handbook and People Policies as required, in line with legislative and compliance requirements.

### **Recruitment, Onboarding & Offboarding**

- Support managers and team leaders with recruitment and onboarding activities.
- Supporting induction, onboarding and training plans for internal hires.
- Responsible for off-boarding leavers and conducting exit interviews.

### **Performance and Talent Development**

- Oversee and manage the annual performance cycle and employee development through our Grow Perform Succeed programme.
- Supporting talent development initiatives.
- Be the main point of contact for all queries and training activities.
- Facilitation of internal training sessions for the wider management team.

### **Culture/GPTW/Employee Experience**

- Act as the lead on our Great Place to Work programme, driving teambuilding and social events, company days, internal employee pulse surveys and employee comms.
- Partner with the senior leadership and wider management team to deliver an exceptional employee experience.
- Work, in tandem with Marketing, to create and execute plans for employee engagement and communications across the organisation.

### **WHAT YOU WILL BRING**

- A relevant HR qualification with at least 2-3 years' proven HR experience. CIPD qualification desirable.
- Strong understanding of Irish Employment Law.
- Experience in developing and implementing HR policies and procedures.
- Experience with employee engagement, employee insight, organisational effectiveness or culture is highly desirable.
- Strong interpersonal skills, with the ability to communicate, influence and build relationships with key stakeholders at all levels of the business.
- Highly organised with the ability to prioritise effectively with strong follow through.
- A confident team player who is also well capable of working independently and on his/her own initiative.
- Articulate, with excellent communication, organisational and administrative skills.
- HRIS experience
- Comfortable with change and continuously looking to improve.
- Commercial acumen - with a clear understanding of the correlation between the commerciality of the organisation and the engagement of its employees.
- Strong attention to detail and understanding of need for accuracy especially in reporting and HR files.
- Previous experience or interest in learning and development/training desirable but not essential.

## WHAT WE OFFER:

- Salary DOE
- 23 Days Annual Leave + Public Holidays
- 3 Days of Annual Celebratory Leave
- Extensive Family Friendly Policies
- On Site Free Gym Access
- Flexible and Hybrid Working Options
- Company Pension Scheme with Life Assurance
- Educational Assistance Program
- Colleague Reward & Recognition Scheme
- Onsite canteen with coffee, light breakfast and snacks provided.
- Staff parking
- Certified Great Place to Work

To apply please submit your CV/Resume to [recruitment@codexltd.com](mailto:recruitment@codexltd.com)

*Due to the high volume of applications received, we regret that we are unable to respond to all applications. Only those suitable for this position will be contacted.*