



Human Resources Administrator

About Pepper Asset Financing:

Pepper Ireland is a leading asset manager and provider of third-party loan and advisory services. Established in September 2012, the company has operations in Dublin and Shannon, employing over 400 people.

Pepper has over €14 billion of loan and commercial real estate assets under management. These are comprised of commercial real estate portfolios and residential mortgages, as well as personal, small and medium enterprise (SME) and auto loans.

Pepper commenced lending to the Irish residential mortgage market in 2016, trading as Pepper Homeloans providing a modern alternative for lending in Ireland.

Pepper in Ireland is part of the Pepper Group, a diversified, global financial services business. Pepper Group focuses on three key disciplines across the residential and commercial property sectors: Lending, Advisory and Asset Management. Pepper Group is headquartered in Australia, where it has been operating since 2001.

About this Role:

The purpose of the HR Administrator is to support the HR team and the business to achieve corporate objectives by providing comprehensive HR administrator and training support, while partnering with Business Managers and the HR team. The role will be responsible for HR administration which includes supporting the HR Business Partners in recruitment, systems maintenance and recording, on-boarding and communications. Ensuring that these services are delivered while providing excellent customer service and minimising risk.

Location:

Shannon

Key Responsibilities

- ▶ Recruitment and Selection
 - Support the HR team in all areas of recruitment & selection e.g, sourcing, tracking applications, setting up interviews, communications and issuing contracts
- ▶ Benefits Administration
 - Collect and accurately record Employee Benefit application forms and refer to appropriate provider
 - Ensure Employee Benefit information is complete and accurate
 - Work with outsourced benefit providers to provide administration support

- Promote employee benefits by preparing regular communications to ensure employees are aware of benefits and how to avail of them
- ▶ HR Administration
 - Carry out administrative tasks in line with company policies and procedures
- ▶ Systems Management
 - Accurately recording data across our core systems.
- ▶ Project Involvement
 - Involvement in a variety of projects as directed by the HR Leader / EXCO which support the Pepper overall strategy
 - Work as a member of cross-functional teams to ensure training requirements are considered
- ▶ Learning & Development Administration
 - Support the Learning & Development Specialists in their daily tasks

Skills & Experience

- ▶ Business/HR Qualification
- ▶ Excellent analytical skills
- ▶ Well organized with excellent time management skills and ability to prioritize
- ▶ Excellent attention to detail

Competencies

- ▶ Accuracy and Quality
- ▶ Communication, written and interpersonal skills
- ▶ Customer Service and Commercial awareness
- ▶ Time Management Skills & Flexibility
- ▶ IT Knowledge

Pepper Asset Financing is an equal opportunities employer
For more information or to apply email recruitment@peppergroup.ie