**Role Profile**

Human Resources Administrator – Graduate Placement

**About Allianz**

As the trusted insurance partner to over 500,000 customers across the island of Ireland, Allianz plc has built a local and global brand based on trust, integrity and outstanding customer service for over one hundred years.

Based in Elm Park, Dublin 4, Allianz in Ireland is currently recruiting for graduates in our People & Organisation (HR) function where you can gain hands on experience in working with a diverse group of colleagues in a multi-national environment.

Allianz in Ireland are part of the Allianz Group, which employs over 140,000 people in over 70 countries worldwide.

**The Role**

As a People and Organisation (HR) graduate you will work within busy HR department, gaining experience in different areas of HR including, Recruitment, Policy and Procedures, Diversity and Inclusion and project activities.

You will support colleagues and business managers, liaise with job applicants and new hires, maintain up to date, accurate records and also work on global and local projects to help our People and Organisation deliver a fantastic employee experience to the wider Allianz community.

**Key Responsibilities**

The successful candidate will have an opportunity to learn from team members and will provide support in the following key areas:

* Support the management of the end to end recruitment administration process
* Support the recruitment and selection process across the HR Business Partner and HR Services teams, gather relevant documentation, on-boarding data and ensure files are completed accurately
* Support HR Project team on numerous initiatives including work well, diversity and inclusion, learning platforms and ways of working
* Support the HR Operations team with answering HR queries over the phone and email and updating HR systems as required
* Identify opportunities to simplify our existing processes and procedures
* Collate, develop and maintain relevant data and management information (MI) to support our processes
* Proactively manage additional business projects and tasks

**Key Requirements / Skills & Experience**

**Essential/Qualifications:**

* A third level degree course (NFQ Level 7) or equivalent. HR qualification desirable
* Prior experience within a customer facing role
* Good PC skills and a good working knowledge of Microsoft Office, with exposure to Word, Outlook and Excel
* Excellent verbal and written communication skills (phone and email)
* Good planning and organization skills

**\*\*This role is subject to the Minimum Competency Code/Fitness and Probity requirements as provided by the Central Bank of Ireland.**

**People Attributes**

The ideal candidate will demonstrate the following Allianz People Attributes at interview

**Customer and Market Excellence**

* Demonstrates a genuine commitment to providing exceptional levels of Customer Service to potential and existing customers
* Maintains up to date knowledge of relevant regulatory requirements
* Achieves key performance metrics; quality, accuracy and productivity

**Collaborative Leadership**

* Respects and works well with colleagues across the Allianz business
* Commits to providing timely resolutions to customer queries, escalating them to the management team, or internal colleagues as appropriate
* Identifies opportunities for, and recommends improvements in processes to colleagues

**Entrepreneurship**

* Drives and influences positive change within the team, uses initiative and customer feedback to suggest and deliver process and practice improvements
* Takes ownership and responsibility of professional and personal goals
* Demonstrates sound judgement and the ability to evaluate information

**Trust**

* Delivers against all agreed commitments to customers and colleagues
* Models and inspires high standards of personal integrity, sets high standards

**How to Apply:**

You must apply online via AHEAD’s WAMWorks Database before the closing date. [www.ahead.ie/wamworks](http://www.ahead.ie/wamworks).