

# agulka76

W: <http://www.worky.com/profile-agulka76>

I am looking for a part time or temporary work in HR/General Administration

## Professional Experience

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### 2008 - 2009 **HR Administrator**

Maintaining employees records (electronic and paper files)

- Maintaining sick leave records and absence (parental leave, force majeure, maternity leave, unpaid leave etc.) for all employees (approximately 670 employees),
- Provide reports on sickness on a fortnightly basis for all employees.
- Preparing appropriate documentation and liaison with payroll department in relation to payments for individuals with regard to their leave entitlements in accordance with human resources policies.
- Collation and input of any information on HR database.
- Maintaining Human Resources records and filing
- Answering all employees' queries.
- Handling daily correspondence, open mail, direct enquires to relevant personnel within a department
- Administering necessary documentation for financial assistance, study leave and exam leave applications
- Maintaining stores requirements for the department (i.e. stationery)
- Maintaining records on HR system (Core HR system)
- Providing administrative support for Training and Development, Recruitment & Selection
- Taking active part in selection process as required by the Recruitment Department.
- Liaison with Occupational Health Centres in relation to IBTS sick leave policy (arranging medical appointments, vaccines, etc) and reviewing long term sick leave reviews on a regular basis.

Key Skills payments, Payroll, Training

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### 2007 - 2008 **temp**

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### 2006 - 2007 **recruitment administrator**

I started working in EirGrid on a temporary basis to cover 5 weeks holiday period from August 24th then offered 11 months contract commencing 17th September 2006.

- Managing inflow of all applicants, logging and acknowledgement of all incoming CV's,
- Assisting the recruiters as appropriate – arrange interviews, prepare interview packs, acknowledge /regret applications
- Responsibility for dealing with all queries from external sources
- Advertising and monitoring jobs on intranet, external website, Irishjobs.ie and Monster.ie
- Liaison with agencies - acting as first point of contact (following advertisements)
- Providing general support to recruiters and recruitment manager
- Data management with regard to all applications
- Maintaining and filing staff requisitions/interview documentation
- Short listing and telephone screening of candidates
- General ad-hoc duties

Key Skills advertising

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### 2004 - 2005 **Admin/Recruitment coordinato**

I provided general support to eight team leaders in the department. My role was to ensure the department's objectives were adequately resourced and delivered within budget, it included:

- Collation, analysis and reporting by exception the daily productivity for all Personal Bankers in Postal & Direct.
- Maintenance of Events Planning (ensuring resource in planned adequately to workload) to ensure that we were able to deliver high standard service as well as meet all the deadlines.

- Processing of sundry expenses and invoices for the department
- Organization of different types of meetings; booking rooms, making sure that the agenda and any special requirements reached all attendee's in a timely manner.
- Monitoring team leaders' communications (Team leader's email inbox) by making sure all relevant information got cascaded to the department and emails were read regularly and answered during absence of any of the team leaders.
- Contribution to the everyday running of the department (stationery orders, equipment issues)
- Providing secretarial support for the Head of Postal & Direct Banking.
- Managing general administration and HR administration (overtime, flexi hours, holidays, sickness, and payroll) for over 50 employees.
- Providing general HR advice to all employees in the department
- Full responsibility for recruitment for the department, which included:
  - Preparation of relevant documents to advertise the role and advertise internally
  - Short-listing candidates.
  - Arranging interviews, taking an active part in interviewing candidates and making sure all administrative issues and related documents were completed in a timely manner. All interviews were based on competencies, role plays and in tray exercises.
  - Co-operation with Human Resources department in order to fulfil the recruitment process and assisting them with some administrative matters.
  - Liaison with external Recruitment Agencies (including meeting their recruitment consultants)
  - Booking inductions for new employees and often welcome them on board.
  - Full responsibility for co-ordinating Work Experience Placements for Barclays Private Clients International in the Isle of Man and full responsibility for liaison with schools, colleges and the bank's various internal departments.

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Key Skills Administration, Banking, General administration, HR Administration, human resources, invoices, Payroll, recruitment, team leader

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### **Education and Qualifications**

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2008 **Certificate - Interviewing Skills Course**  
**Graphite HRM Ireland**

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2008 **Diploma - Personnel Management Diploma**  
**ISC Distance learning**

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2006 **Certificate - Certificate in Personnel Practice**  
**National College of Ireland**

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**Bachelor/Degree - Hotel Management**  
**The Upper Silesian School of Commerce in Katowice**

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