



Job Description

Job Title:	HR Manager
Reports To:	CFO
Job Type:	Permanent or Part-time Optional
Location:	Ireland

About CloudSphere

CloudSphere's flagship Cloud Management Platform enables enterprises and cloud service providers to simplify and optimize cloud migration, management, and governance. Our multi-cloud solutions use a unique application centric approach to allow users to see beyond individual cloud resources and manage applications in the cloud.

We are offering candidates an opportunity to join our company, make an impact and be a part of our future success. As a growing company, CloudSphere is an exciting and vibrant place to work and supports employee's ability to develop their skills and careers in a flexible working environment. We offer a wide range of benefits and a competitive salary.

About the role

This role provides comprehensive, high quality, customer-focused HR support across a broad range of HR activities delivering on the HR and Business Strategy of CloudSphere. The role is highly commercial and operational and is responsible for the employee base across US, UK, Ireland, France, Romania and India.

Key Responsibilities

- Ensure the smooth day to day running of the HR function for the business
- Proactively support the managers across all areas of HR
- Develop, maintain, and implement the HR policies for the business including local employee handbooks and global employee policies.
- Lead and support the delivery both global and local HR projects to support the scaling business.
- Support the business strategy by appropriate HR interventions; retention, motivation, training etc.
- Assisting the managers in recruitment for their teams
- Manage the employee benefits (pension, insurances, health) for each location
- Administration of the range of employee related paperwork; contracts, employment letters, probation, contract amendments, termination paperwork.
- Supply accurate reporting data to finance and management team for monthly/annual reporting and Board reports.



Key Responsibilities (cont'd)

- Monthly payroll memos for each location
- Maintain up to date and accurate records including the running of the HR system 'people'
- Quarterly employee satisfaction survey and follow up with appropriate actions
- Stay up to date and familiar with employment law and changes due in each jurisdiction. Keep dated on employee trends and best practices in HR

Skills and Experience

The role would suit someone with the following skills and experience:

- 5+ years HR experience, ideally with exposure to a start-up environment
- Bachelor's degree in human resources management or similar
- CIPD qualified
- Experience working with international teams
- Well versed in Irish employment law. International employment law knowledge an advantage
- Highly adaptable and flexible approach to work
- Strong communication and interpersonal skills
- A trusted partner to the business; professional and confidential in approach to work
- Self-directed and organised in approach to work
- Ability to make quick decisions
- Strong IT skills

To Apply:

Applications will be accepted until the position is filled. Please email your resume to careers@cloudsphere.com, include a cover letter, and use the position title in the subject line of your email. Only candidates considered for an interview will be contacted.

Thank you for your interest in this position, we look forward to hearing from you!

CloudSphere is an equal opportunities employer.