

Job Title	HR Graduate / Talent Administrator
Date	July 2026
Location	Cookstown with Travel to Monkstown site

WE ARE CDE.

HERE TO CREATE OUR BEST WORLD, A TON AT A TIME.

Sand is a finite resource, and it's running out. Today, population growth and the pace of progress means the world is devouring sand like never before – 50 billion tonnes a year globally. This demand is unsustainable. Together with our customers we have already diverted over 100 million tonnes of waste material from landfill and put it back into the materials market for use in construction; protecting sand & aggregates in areas where natural material reserves are in decline and enabling production to happen closer to markets. We are minimising environmental impact and laying the foundations for the circular economy.

At CDE we work across the natural processing and waste recycling sectors, in five regions, to pioneer industry-leading, world-changing engineering solutions. Our headquarters are in Northern Ireland, and we have offices in the USA, Australia, Austria, and Brazil. For over 30 years we have relentlessly innovated and co-created wet processing solutions – completing over 2,000 global projects – and we're only getting started. Our purpose is to create our best world, a ton at a time; empowering our customers to transform their materials into valuable resources for the betterment of people, planet, and their bottom lines.

Discover more about life at CDE www.cdegroupp.com

Are you passionate about people and looking to take the next step in your HR career?

We are seeking a proactive and enthusiastic Human Resources Graduate / Administrator to join our Talent team. This is an exciting opportunity for someone at the early stage of their HR career who is keen to learn, build practical experience and support employees and managers across a range of people processes.

In this varied role, you will provide HR support across the employee lifecycle while leading the coordination of training and development activities, managing the Learning Management System (LMS), supporting the Personal Development Review (PDR) process, and helping employees grow and reach their potential.

This role is ideal for someone with a genuine passion for people, a strong desire to

learn, and the ambition to build a successful career in HR and Talent Development. Working alongside experienced HR professionals, you'll gain valuable exposure across all aspects of the people function and play a key role in building a skilled, engaged and future-ready workforce.

Job Purpose

To provide accurate, confidential and timely HR administration support across the employee lifecycle, including recruitment, onboarding, employee records, HR systems, learning and development coordination, and general employee queries. The role will support the Talent team in delivering efficient people processes while providing the postholder with broad exposure to HR practice and the opportunity to develop their skills and knowledge.

Working as part of the wider Talent team, the postholder will assist with learning and development activity, maintain training records, support the PDR process, help coordinate engagement initiatives and contribute to projects that improve the employee experience. This role is suited to a motivated HR graduate or administrator who is organised, people-focused and eager to build a career in Human Resources.

Responsibilities

This role combines HR generalist responsibilities with a specialist focus on Learning & Development. The successful candidate will support managers and employees across the employee lifecycle while leading the coordination of training, development and performance review activities, helping to build employee capability and support organisational growth.

Learning & Development

- Act as the primary coordinator for learning and development activities across the business.
- Administer and maintain the Learning Management System (LMS), ensuring employee records, learning content and training data remain accurate and up to date.
- Coordinate internal and external training programmes, including scheduling, bookings, attendance tracking and evaluation.
- Liaise with training providers, colleges and educational partners to arrange learning activities.
- Monitor mandatory training compliance and provide regular reports to managers.
- Coordinate the annual Personal Development Review (PDR) process, including issuing documentation, tracking completion rates and reporting on progress.
- Maintain records of development actions arising from PDRs and support managers in tracking completion.

- Support the delivery of leadership, management, apprentice and graduate development programmes.
- Maintain training matrices, competency records and development databases.
- Produce monthly training, development and compliance reports.
- Promote learning and development opportunities across the business and support a culture of continuous improvement.
- Support succession planning activities through the administration and maintenance of talent and development records.

People Operations

- Provide first-line HR support and guidance to managers and employees on company policies, procedures and people-related queries.
- Support recruitment activities, including vacancy management, interview coordination, candidate communication and onboarding.
- Coordinate employee induction programmes and support new starters throughout their onboarding journey.
- Conduct new starter and exit interviews, identifying trends and opportunities to improve employee experience.
- Support employee relations processes, including absence management, disciplinary, grievance and investigation administration.
- Prepare HR documentation, including contracts of employment, employment changes, letters and employee communications.
- Maintain accurate employee records and HR systems, ensuring compliance with GDPR and company requirements.
- Support payroll and benefits administration, ensuring employee data is accurate and up to date.
- Assist with employee engagement, wellbeing and employee forum initiatives.
- Produce regular HR metrics and reports to support decision-making and compliance.
- Support the implementation of HR policies, procedures and continuous improvement initiatives.
- Coordinate payroll changes and provide administrative support during payroll cycles.
- Respond to employee queries relating to benefits and payroll processes.
- Support the planning, coordination and delivery of employee engagement, wellbeing, recognition and cultural initiatives across the business.
- Organise company events, awareness campaigns, celebrations and team-building activities that enhance employee experience and strengthen company culture.
- Work with managers and employees to encourage participation in engagement initiatives and gather feedback on their effectiveness.
- Assist with the Employee Forum, focus groups and other employee voice activities, ensuring feedback is captured and action plans are tracked.

- Promote company values and support initiatives that foster an inclusive, collaborative and high-performing workplace culture.
- Monitor engagement trends and provide recommendations to improve employee satisfaction, morale and sense of belonging.
- Create and distribute communications relating to culture, wellbeing, recognition and engagement activities across all sites.
- Support the implementation of engagement survey action plans and track progress against agreed objectives.

Estimated Time Split

40% HR Generalist

35% Learning & Development / Talent

15% Recruitment & Onboarding

10% Projects, Engagement & Reporting

Person Specification

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>
Qualifications & Attainments	Degree qualified, or working towards a qualification, in Human Resources, Business, Psychology, Management or a related discipline.	CIPD Level 3, or willingness to work towards a CIPD qualification.
Experience	Previous experience in an administrative, customer service, recruitment, training or HR support role. • Strong interest in developing a career in Human Resources and Talent Development. • Excellent communication skills with the confidence to engage professionally with employees, managers and external providers. • Highly organised, accurate and able to manage confidential information with discretion. • Confident using Microsoft Office, with the ability to learn HR systems and digital tools.	Experience using HR systems, applicant tracking systems, learning management systems or other business systems. Previous experience in a manufacturing, engineering or multi-site environment.
Circumstances	Ability to travel between sites as required. Right to work in the UK.	

CDE are a global company and welcome applicants from all countries and backgrounds.

Desirable criteria may be used for shortlisting. The Company reserves the right to vary criteria at the shortlisting stage.