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**Projects I Have Been Involved In;**

* Implementation of a new HR Information System via BambooHR.
* Annual Share Participation Scheme (SPS).
* Annual Healthcare Renewal with VHI, Laya and Irish Life.
* Annual Salary and Bonus Review.

**About CRH;**

* Largest building materials company in the world.
* Employees over 77,000 people.
* Est. in 1970 due to the merger of Cement Ltd. and Roadstone Ltd.
* Creates products such as; cement, aggregates, concrete and asphalt.

**My Biggest Achievements;**

* Assisting with the implementation of a new HRIS.
* Managing the Share Participation Scheme and General HR mailbox.
* Writing and issuing over 50 contracts throughout my time here.
* Successfully training in another HR Intern, after only being employed with CRH for two months.
* Arranging fun social events for the HR team, such as a virtual Christmas Party.

**Learning Opportunities;**

* Meeting with HR Business Partners and other top members of management.
* Learning how to work efficiently and effectively in a small team within a large company.
* Growing my knowledge on both employment and contract law.
* Providing HR business support and advice to employees.
* Great exposure to the world of HR.
* Writing and filling out employee verification letters and forms.

**Skills I Have Developed;**

* Email and letter writing skills.
* Communication skills.
* Teamwork skills
* Organisational skills.
* Time-Management skills.
* Attention to detail and concentration skills.
* IT skills such as MS Excel and Word.







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**My Role;**

* Answering employee and third-party queries.
* Providing HR Inductions for new joiners.
* Helping employees set up pension and healthcare policies within the company.
* Maintaining and updating important HR data using Microsoft Excel.
* Creating and issuing contracts for new hires.
* Assisting employees that are going on leave e.g. maternity, paternity, sick, etc.
* Ensuring relevant and correct information is included in the payroll file each month.

**What is Next for Me?**

* I will return to NCI to complete my final year of studies and obtain my BA (Honours) Degree in Business.
* I am looking forward to returning to the college campus as it has been over a year since I was there.
* Doing this internship has motivated me to work harder throughout my final year in order to try and acquire a 1:1 and to also get a role in HR after my exams.