

VACANCY

HR DEPARTMENT

An opportunity has become available for a **Human Resource Administrator**, reporting to the Executive Manager HR &IR.

AREAS OF RESPONSIBILITY AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO

- Support the development and implementation of HR initiatives and systems
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Assist with the administration of performance management processes
- Support with all administrative arrangements for Employee Relations related matters and processes
- Assist with the management of all HR / IR related documentation
- Assist with the monthly HR reporting and compilation of statistical metrics
- Assist with coordination of meetings and record keeping
- Assist with all HR projects as required
- Support with Payroll on an adhoc basis
- Support with maintaining staff records
- Advise & assist employees as required

PRIMARY QUALIFICATIONS, SKILLS & EXPERIENCE

- Matric (Grade 12)
- Relevant Degree or Diploma (HR related)
- Basic knowledge of HR functions, labour law and disciplinary procedures
- Computer Literacy

PRIMARY COMPETENCIES & REQUIREMENTS

- Maintain confidentiality
- Trustworthy and ethical
- Attention to detail
- Accuracy
- People skills
- Basic knowledge of the Basic Conditions of Employment Act
- Solid written and verbal communication skills
- Excellent organisational skills
- Efficient management of time
- Excellent communication and interpersonal skills
- Problem-solving

APPLICATIONS

Applications with a covering shortened CV must be submitted to judy@moyoward.co.za / lynette@moyoward.co.za by the closing date of

09 October 2019.

Salary 12k – 14k