

## Human Resource Assistant – Brakenfall – Cape Town

### Description

#### WE ARE HIRING:

#### HUMAN RESOURCES ASSISTANT – BRAKENFELL – CAPE TOWN

#### ACCOUNTABLE FOR:

- Process payroll.
- Assist with recruitment activities.
- Draft employment onboarding documents.
- Update employee files and various KPI trackers.
- Completion of management monthly attendance registers.
- Completion of weekly reports and audits.
- Assist with ad hoc HR queries.
- Ordering and distribution of uniforms and PPE.
- Compiling agency incentives report for monthly payment.
- Taking minutes of meetings or disciplinary enquiries where necessary.
- Co-ordinating stores forklift training, freezer medical etc.
- Completing to prepare/ update files for Covid – 19 internal or external audit or DOL visit.
- Co-ordinating events ( Long service, peak, training and appreciation meals etc).
- Assist with projects.

#### REQUIREMENTS FOR THE POSITION:

**Tertiary Education:** B.Com Degree (HR Management/ Industrial Psychology) or relevant degree level education.

**Previous Experience:** Min 1 year experience in HR Administration.

**Knowledge/ Skills:** Basic knowledge of labour, recruitment techniques, attentions to detail, collaboration with various stakeholders.

CONTACT MARIO MATTHEWS FROM MJM GROUP (031) 572 3610/ 076 275 3765. Email: [mario@mjmrecruitment.co.za](mailto:mario@mjmrecruitment.co.za)

**Hiring organization**  
MJM Recruitment

**Employment Type**  
Full-time

**Beginning of employment**  
31.05.2023

**Duration of employment**  
Full Time

**Job Location**  
Cape Town

**Date posted**  
May 8, 2023

**Valid through**  
30.06.2023