

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

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