

JOB POSTING

POSITION: HUMAN RESOURCES ASSISTANT
DIVISION: MULTIKNIT
SITE: WHITERIVER
DEPARTMENT: HUMAN RESOURCES

MAIN PURPOSE OF JOB:

The main purpose of this position is to provide administrative support to HR function.

RESPONSIBILITIES

- Provide administrative support to the HR Manager;
- Co-ordinate and manage the staff recruitment process which includes but are not limited to compiling job requisitions, job postings, liaise with recruitment agencies, setting up of interviews etc;
- Assist in the development of HR procedures and policies;
- Act as back-up support to payroll as and when required;
- Co-ordinate HR projects to meet HR strategic objectives;
- Resolves HR concerns/complaints quickly and effectively with assistance from HR Manager;
- Foster healthy and productive relationships in the Company;
- Monitors electronic timekeeping system;
- Manage the Bulk sms system for the Company;
- Gather information for monthly/statutory reports (BEE verification) required for Management;
- Maintain and update employee information on a regular basis;
- Keep abreast of all labour legislative changes;
- Ensure Job descriptions is updated on a regular basis;
- Assist and prepare various HR reports;
- Responsible for minute taking during HR and other meetings;
- Drive continuous improvement on HR systems and processes with HR Manager;
- Provide support and guidance to the Training Officer from time to time.

QUALIFICATIONS & EXPERIENCE

- Tertiary qualification will be an advantage;
- Minimum of 7 -10 years of experience as an HR generalist and preferably in a medium to large organisation;
- Computer software skills, including Word, Excel, Outlook;
- Previous experience on SAGE (People 300) will be an advantage;
- Proficiency in the use of a timekeeping system will be an added advantage;
- Understanding of the labour legislation;

SKILLS & ABILITIES

- Ability to work autonomously and as part of a broader team;
- Ability to handle stress in a high pressurized environment;
- Must be honest, trustworthy, resilient and patient;
- Must have excellent communication skills;
- Must be able to deal with conflict in a professional manner;
- Ability to handle multiple tasks and meet deadlines;
- Maintain confidentiality in the workplace;
- Ability to motivate and encourage individuals;
- Must be reliable, organised and have a positive attitude;
- Possess good problem-solving skills;
- Willing to work overtime.

Closing date: 13 September 2021 – applications and CV's to be submitted to HR department
(cv@multiknit.co.za)

Please remember to quote position you apply for in the subject line.

Only candidates with relevant experience will be considered.

Multiknit is an equal opportunity Employer.