

WINELANDS PORK

EXTERNAL: ONE HUMAN RESOURCES GENERALIST ASSISTANT

The applicant interested in this position must comply with the following qualifications / minimum requirements. This is an entry level position as an HR Generalist Assistant.

Qualifications / Requirements:

- Time & Attendance – full function up to import into payroll including leave, sick leave, family responsibility, AWOL, etc. input and matching
- Employment Equity – full function and EE Secretary
- Complete admin. for the company nurse (print of emails, emailing of report, updated personnel lists)
- Pension fund queries, resignations, follow-up on exits, death claims
- Assist HR Manager in various ad hoc tasks when requested
- Filing
- Able to demonstrate good organizational skills, following company policies, procedures and work practices
- Independent thinking and having the ability to do job planning
- Matric / Grade 12 or relevant higher qualification
- Computer literate
- Accurate
- Email and Excel skills / knowledge
- Sober habits
- Punctual
- Must be able to communicate on all levels
- Own / reliable transport
- Be able to work under stressful circumstances
- Good office housekeeping
- Excellent timekeeping
- Own cell number
- Excellent health
- To work overtime when required on weekends and public holidays
- Perform assigned duties in a timely manner
- Co-ordinate and work in a team environment
- Receive a lot of “on the job training” to become multi-skilled
- Be able to work alone with minimum supervision and be reliable at all times
- Screening of calls
- Handling of grievance procedures / enquiries
- Multi-lingual, speaking Xhosa would be advantageous for translation during enquiries
- Broker invoice checking on a weekly basis
- UI-19 and maternity forms to complete

All CV's to be send to freynettem@wlpork.co.za by no later than Friday, 30 April 2024 at 12H00.

The successful candidate will report directly to the Human Resources Manager.

