BEKKER STEEL
steel service centre

JOB TITLE:	Human Resources Administrator	DEPARTMENT:	Admin
REPORT TO:	HR Manager	SALARY:	TBA
HOURS:	Mon – Thurs. (07H45 – 16H45) Fri – (07H45 – 14H00)	START DATE:	A.S.A.P.

PRINCIPLE DUTIES & RESPONSIBILITIES:

Your duties will be to take responsibility for all sales activities in assigned accounts and/or regions:

- Administration of employees' welcome pack. (Job Offer, contract, job description, PPE etc.)
- Personal File Maintenance (All related documentation to be filed in employee's file), physical and electronic.
- Management of monthly payroll system, auditing of payroll processing. (Time and Attendance, Leave, Deductions, Provident Fund etc.)
- Administrative management of Staff payroll documents.
- Administration of payroll deductions i.e. garnish orders, advances etc.
- Management of disciplinary systems includes issuing of warnings, tracking offences, co-coordinating and consulting with Labour consultants, preparing and attending CCMA cases.
- Management of all companies leave.
- Management of employees Personal Protective Equipment I.e. Issuing & re-ordering.
- Administration of clocking system.
- Providing payroll reports on a monthly and/or ad hoc basis.
- Control, research and manage training schedules.
- Reconciliation of deductions (PAYE, Medical, Provident Fund etc.)
- Communicate, research and update internal application of MEIBC Main Agreement and Labour Relations Acts.
- Compile and maintain Employment Equity Reporting.
- Compile and maintain Workplace Skills Planning.
- Assistance as required by any team member relating to human recourse issues and/or information.
- Other duties (including but not limited to)
    - Support function to management team
    - Preparation of reports on an ad-hoc, weekly, daily or monthly basis (not relating to HR)
    - Verify and check monthly creditor's reconciliations.

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BASIC SKILLS/TRAITS:

The below mentioned skills are critical to fulfilling your role as a successful team member, and you are expected to adopt. these skills to the best of your abilities:

- Pastel Payroll
- Honest & Reliable
- Confidentiality
- Good communication Skills
- Numerical & Accuracy Skills
- Attention to detail
- Ability to work under pressure and to take personal responsibility for results
- Take initiative
- Good time management
- Follow-up, follow-up, follow-up

Please send Curriculum Vitae to info@bekkersteel.co.za