



Concession Company (RF) (Pty) Ltd

JOB PROFILE

JOB DETAILS		
JOB TITLE	:	HR Administrator
JOB GRADE	:	C1
NQF LEVEL	:	4
BUSINESS UNIT	:	Human Resources
REPORT TO	:	HR & SED Executive
OFO CODE	:	
DATE	:	March 2020
JOB PURPOSE (A statement of the reason for the position's existence. A summary of the role of the position)		
Assist the Human Resource Executive in a wide range of duties such as recruitment, training and development, employee relations, and administration.		
KEY RESPONSIBILITIES:		
<ul style="list-style-type: none">• Administer and maintain the Induction programme• Assist with the recruitment and on-boarding process of employees• Together with the HR Executive update policies, procedures standard operating procedures and help to ensure that these documents are in line with applicable legislation and HR best practices.• Ensure all company policies and procedures are available and accessible to all staff• Ensure accurate record-keeping of approved documents• Regularly update the company organogram• Help to compile and maintain the annual training schedule• Ensure record-keeping and associated administration of all bursary and short course applications• Help to organise all staff events, including team building sessions• Timeously assist staff with HR admin queries• Assist with all Sage-related queries• Maintain accurate record-keeping and administration in terms of filing• Build relationships with all stakeholders e.g. staff, recruitment outside agencies, training service providers.		
SELECTION CRITERIA ((Formal qualifications, knowledge, type and length of experience and skills required to perform the job competently)		
Formal Qualifications: <ul style="list-style-type: none">• Grade 12/Matric• HR Management Certificate		
Years' Experience: <ul style="list-style-type: none">• 1-2 Years		

COMPETENCIES	SKILLS / KNOWLEDGE	ATTRIBUTES
<ul style="list-style-type: none"> • Office Administration • MS Office 	<ul style="list-style-type: none"> • Problems solving • Coordinating • Administrative • Computer • Attention to detail • Team player • Quick Learner • Excellent verbal and written communication 	<ul style="list-style-type: none"> • Honesty • Ethical / Integrity • Trustworthy • Respect • Commitment • Developing self • Proactive collaboration • Brand orientation

SIGNED:

Employee _____

DATE _____

Manager _____

DATE _____