

HR Officer / Manager

Responsibilities

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- Organize and maintain personnel records
- Prepare job descriptions, employment contracts, performance management notices etc
- Prepare and ensure compliance submissions such as EE reporting and Skill Development reporting
- Revise current company policies and draft new policies and ensure communication to staff once approved
- Managing talent acquisition and the recruitment process.
- Manage, resignations, incapacity proceedings, misconduct hearings, represent at CCMA cases etc
- Ensure performance management is fair and consistently applied
- Enforcement Health and Safety standards in the workplace and keep policies in line with current legislation
- Facilitate and schedule training on relevant topics (SD, IR, Compliance etc)
- Liaise with external partners and ensure legal compliance in terms of labour law and OHSA
- Create regular reports and presentations on HR metrics
- Answer employees queries about HR-related issues
- Support payroll department and line management
- Conduct internal audits and risk assessments

Qualifications

Degree in Human Resource Management

- Proven work experience as an HR Administrator/Officer in an FMCG, food production environment will be advantages
- Computer literacy (MS Office applications, in particular)
- Thorough knowledge of labour laws and health and safety compliance laws
- Excellent organizational skills, with an ability to prioritize important projects
- Strong phone, email and in-person communication skills

Hiring organization

Headspace Global

Employment Type

Permanent Full Time Employment

Job Location

Somerset West, Western Cape

Date posted

August 23, 2021