



## HR Administrator

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### 1. Application information

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Phone : +27 (10) 745 2492

Advert Date : 20 August 2024  
Closing Date : 05 September 2024

### 2. Job Analysis

#### 2.1 Job Description:

Title : Human Resources Administrator.  
Department : Administration  
Availability : Immediate  
Location : Gauteng West Rand  
Conditions : Full time

#### Job Summary :

Human Resources Administrator is responsible for managing the employee life cycle (i.e., recruiting, hiring, onboarding, training, and dismissing employees) as well as administering employee benefits. The HR Administrator is responsible for the compliance of all the personnel documentation with the regulatory framework (law, internal procedures, internal policies). This is a permanent position.

#### Duties : Responsible for,

- Answering employee HR questions



# UGWEBU TRADING AND PROJECTS (PTY) LTD

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- Processing incoming mail
- Creating and distributing documents
- Providing customer service to organization employees
- Setting appointments and arranging meetings
- Maintaining calendars of HR management team
- Compiling reports and spread sheets and preparing spread sheets
- HR Administrators are involved in a number of areas of human resources, including
- HR planning (Job designs & analysis)
- Training, development, career & succession planning
- Labour relations
- Employee performance management

## **Recruitment/New Hire Process**

- Participating in recruitment efforts
- Posting job ads and organising resumes and job applications
- Scheduling job interviews and assisting in interview process
- Collecting employment and tax information
- Ensuring background and reference checks are completed Conducting benefit enrolment process

## **Payroll, Benefits Administration & Rewards**

- Processing payroll information, which includes ensuring vacation and sick time are tracked in the system
- Answering payroll questions
- Facilitating resolutions to any payroll errors
- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment

## **Record Maintenance**

- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained
- Performing payroll/benefit-related reconciliations
- Performing payroll and benefits audits and recommending any correction action
- Completing termination paperwork and assisting with exit interviews

## **Working conditions:**

- Full time.



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- Working additional hours.
- Weekend.
- Work close with top management, present to board members, Liaise with customers.
- Climate controlled office environment and outdoors
- Must be willing to work in areas with high levels of noise such as plants or engineering departments.

## Material Used :

Office furniture, computer, laptops, printer, projector, white board, duster, pen, note book, car, safety shoes, and board room

**Reports to** : Director

**Risk** : Normal heavy duty engineering related risks.

## 2.2 Job specification

### Qualification :

- Bachelor's degree preferred (3 years exp) or diploma (5 years exp) in HR management
- Strong computer skills including Microsoft Office and databases
- Knowledge of relevant regulatory requirements

### Experience :

3 - 5 years of experience in Human Resources.

### Training and skills :

- Must have good problem solving skills.
- Must have excellent time management skills.
- Must have good organisational and planning skills.
- Must have excellent written, communication and interpersonal skills.
- Must be able to work effectively with little or no supervision
- judgment
- decision-making
- customer service orientation
- teamwork
- Team-working skills
- IT basic skills

### Emotional character :

Must have a high emotional intelligence, must be able to deal with other people's emotions as you will be working in a physical and mental challenging environment.



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## 2.3 Job Evaluation

**Salary range** : R168,000.00 to R200,000.00 p/a

**Incentives** : 10% of salary on outstanding company performance.

## 3. Company overview:

Ugwebu Trading and Projects PTY Ltd was founded in 2011 and specialises in development, research, manufacture and refurbishment of mechanical, electrical and general engineering products and services. Our customer base is any existing enterprise including our PRASA, Transnet, mining companies, Johannesburg Water SOC, FOSKO, Eskom and our competitors.

For more information go to [www.ugwebu.co.za](http://www.ugwebu.co.za).

