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HR Generalist

Permanent
On site

Job Summary:

This job description is not a definitive or exhaustive list of responsibilities and is subject to change depending on changing business requirements. Employees will be consulted on any changes. Employee's performance will be reviewed based on the agreed upon Tasks. It is a standard requirement that all employees adhere to all safety requirements of both the employer and the client at all times.

key Responsibilities:

- Assist with development, implementation and maintenance of HR policies and procedures
- Assist with the development and implementation of HR initiatives and systems
- Drive onboarding and termination process
- Maintain and update employee files
- Monitor, draft and update employee records (contracts, offers, extensions, transfers, promotions)
- Administer all relevant UIF related processes
- Monitor and manage leave processes and leave provision
- Stay up to date with relevant labour legislation and advise on changes
- Compile, process and monitor provident fund (applications, withdrawals, claims)
- Maintain and update provident fund schedule
- Compile, process and monitor medical aid (applications, withdrawals, changes)
- Assist with WSP and EE reporting
- Prepare all relevant information for monthly payroll submissions
- Send payroll information to relevant departments for approvals
- Collect and compile all information and process on payroll system
- Provide training and guidance to managers with regards to industrial relations and ensure

procedures are followed

Assist with minutes of hearings, incapacity meeting, union meetings and grievances

Manage and facilitate internal grievance and complaints procedures

Conduct disciplinary hearings

Represent Company at CCMA as and when required

Compile and monitor all labour relation documentation

Qualifications:

Manufacturing/construction/mining industry

HR administration

Payroll administration

Disciplinary hearings

CCMA representation

Recruitment

5 years

BCom Honours in Human Resources Management

Payroll Certification

Advanced Labour Law Certificate
