

POSITION NUMBER : 60010258
JOB TITLE : HUMAN RESOURCE ADMINISTRATOR C2
REPORTS TO : HEAD OF TALENT MANAGEMENT
BUSINESS UNIT : HUMAN RESOURCE
LOCATION : BLOEMFONTEIN
POSITION STATUS : PERMANENT

Purpose of the Job

To provide full range of administrative services within the HR and Admin department including, On boarding, employee maintenance and termination. The scope will also be advised based on business requirements and may differ in focus from time to time.

Job Responsibilities

- Submit advert to be advertised on various channels.
- Capture and acknowledge CVs received and contact shortlisted candidates
- Short listing per HRBP instructions
- Regret unsuccessful candidates
- Capture and follow up on the following checks: Credit, Criminal Record, ID verification, Educational Qualifications Verification, REDS, Reference Checks
- Assist with interview logistics, Venue, invitation of candidates
- Facilitate completion of all termination documents in accordance with termination checklist
- Assist managers with queries relating to staff benefits.
- Assist Managers with all Payroll and admin requests or escalate to HRBP where applicable.
- Provide Managers and staff with basic information relating to HR policies within scope of work.
- Give inputs in the creation and updating of policies & procedures
- Arrange/ co-ordinate meetings/presentations, attend for minute taking or presenting, action forth flowing issues on behalf of management, resolve and report back. Booking and follow up on travel requests.
- Assist with recording of minutes in disciplinary hearings
- Assist in educating candidates on usage of Recruit system
- Generate and distribute leave report to Managers
- Receive, verify and submit overtime and acting submissions from Managers
- Facilitate 6-month personal information and declaration of interests update for employees
- Ensure that all electronic employee files are up to date
- Assist with all HR, HRD, ER, Payroll & Benefits queries and administration from time to time as required.

Qualifications and Experience

- Grade 12
- Diploma in HR Management or Administration

Experience:

- Minimum of two to three years' experience in Human Resources Administration
- Experience in writing procedures. Exposure to Project Management
- MS Word, Excel, Power Point

Knowledge and understanding of:

- Knowledge of various labour legislations and Acts.
- Good knowledge of HR policies, processes and procedures

Skills and Attributes

- Good verbal and writing skills, Interviewing/listening skills, Presentation skills, Training skills, Good interpersonal skills, Problem solving skills, Project management skills, Planning, organising, co-ordinating, controlling skills, Assertive, Excellent computer literacy skills, Ability to liaise with stakeholders, Strong interpersonal skills, Strong verbal and written communication skills, Ability to prioritise tasks, Sound reasoning and thinking, Persuasiveness, Ability to work independently, Analytical, accuracy (attention to detail), Conceptual

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to recruitmentSN@postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

23 February 2024

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, first preference will be given to candidates from designated groups. Correspondence will be limited to short listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.