



## Human Resource Assistant

<b>Job Title:</b> Human Resource Assistant	<b>Department:</b> Human Resource
<b>Reports To:</b> General Manager	<b>Location:</b> River Valley

### JOB SUMMARY

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain the personal records of employees on matters such as leave, training, etc
- Responsible for the effective handling of and writing of warnings and compiling of investigations and investigation packs for disciplinary hearings.
- Provide advice and information to employees on HR policies and procedures, including equal opportunity, anti-discrimination and occupational health and safety programs.
- Advise employees on work matters, career development, personal problems and industrial matters, and organise employee welfare.
- Establish and maintain good relationships between employers and employees.
- Examine and attempt to resolve industrial disputes and grievances in the workplace.
- Record all overtime worked for input to payroll.
- Monitor time and attendance.
- Monitor all unpaid leave, New Employees, Terminations for input to payroll.
- Submit payroll input to HO Payroll department by required date.
- Distribute payslips to employees.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- good planning, organizational, skills
- good oral and written communication skills
- confidentiality, tact and discretion when dealing with people.
- good communication skills
- good conflict resolution skills
- willing to work within rules (legislative and legal)

### Experience

- Minimum of 2 years' experience as an HR
- Minimum of 1 years' experience in Payroll

Please submit your resumes to [jobs@mangwanani.co.za](mailto:jobs@mangwanani.co.za)

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