



Job Advert

Vacancy	Human Resources Assistant - (2 months temp)
Reports to	Human Resources Coordinator

Purpose of the Job
To provide an effective and efficient Human Resources administrative support function.

Activities
<ul style="list-style-type: none"> • Provides Administrative support to the HR unit. • Assists with the maintenance of an effective HR filing system. • Strictly adhere to Human Resources Policies and Procedures. • Escalates complex issues to the Human Resources Coordinator. • Assists with general payroll information. • Maintaining human Resources records by recording new recruits, terminations, salary info, leave records, sick leave and attendance. • Understanding of audits and compliance • Assists with adhoc duties.

Education and Experience	
<i>Education Ideal</i>	3 year HR qualification
<i>Experience</i>	2 – 3 years' experience in a similar role

Application Details	
Closing Date	7-10-2016
CV's to be sent to	recruitment@nedlac.org.za