



**CAREER OPPORTUNITY / INTERNAL VACANCY**

<b>Job Title</b>	: <b>Human Resources Intern– Student appointment</b>
<b>Division</b>	: <b>Human Capital Management</b>
<b>Department</b>	: <b>Human Resources Department</b>
<b>Employment Type</b>	: <b>12 months contract to gain work experience</b>
<b>COMPANY BACKGROUND / OVERVIEW</b>	
<ul style="list-style-type: none"> <li>• Universal Paper and Plastics was established in 1950 by the Sher family and has remained a family business. Throughout the years the manufacturing of various types of paper and plastic products have been produced by the manufacturing facility located in Ga-Rankuwa. The product range has been refined to manufacture high-quality printed serviettes and napkins, bathroom tissue and household towels, and hankies.</li> <li>• Our products can be found in all major stores countrywide under the Dinu brand.</li> <li>• Our mission is to satisfy all customers and give each customer the opportunity to have a choice of their own decorative style throughout the household.</li> </ul>	
<b>PURPOSE OF THIS POSITION</b>	
<p>The HR Assistant will be responsible for providing administrative support to the HR function and coordinating a number of specific HR processes on a day-to-day basis to ensure the smooth running of the HR function.</p> <p>Key responsibilities and core functions of the HR Assistant:</p> <p><b>HR Administration:</b></p> <ul style="list-style-type: none"> <li>• Data entry into the HRIS system and, to ensure that all HR related administration are prepared, safely stored and accurately captured on the HRIS system and in the personnel files.</li> <li>• General HR administration support to the HR team as required.</li> <li>• Coordinate and schedule appointments, meetings and special events.</li> <li>• Take minutes of meetings and distribute to participants.</li> <li>• Update HR reports.</li> </ul> <p><b>Recruitment:</b></p> <p>To assist with all recruitment related tasks including:</p> <ul style="list-style-type: none"> <li>• Drafting of advertisements and job descriptions.</li> <li>• Screen CV's in terms of the inherent job requirements and schedule interviews.</li> <li>• Drafting of contracts and offer packs.</li> <li>• Assist with the induction process of the Company's induction programme.</li> <li>• Utilising the VIP HR system to capture new employee information.</li> <li>• Issue of personal protective clothing and equipment for new and existing staff.</li> </ul> <p><b>Training and Development:</b></p> <ul style="list-style-type: none"> <li>• Assist in coordinating all training related activities of the business.</li> <li>• Continuously update and file appropriate training as part of the Actual Training registers and reports that must be submitted to the SETA.</li> </ul>	





**Industrial Relations/Employee Relations:**

- Assist in ensuring sound employee liaison between employees and management.
- Co-ordinate and schedule monthly union and association meetings.
- Minute taking during meetings and distributing to the participants.
- Supporting the HR team with case management.
- Assist in policy development, formulating, implementation and roll out.

**Employee Wellness programmes:**

- Assist with medical screenings with applicable service providers.
- Assist in developing the monthly wellness posters

**Ad hoc tasks:**

- Assisting with a variety of HR related tasks, projects, processes and initiatives.

**EDUCATIONAL REQUIREMENTS**

- Candidate must be a registered Honours student in the department of Human Resources Management.
- Qualification: Degree in Human Resources Management/ Industrial Psychology and/or studying towards Honours Degree.

**ADDITIONAL REQUIREMENTS**

- Computer literacy: MS Office essential.
- Excellent communication skills (oral and written).
- Excellent administration skills and attention to detail.
- Demonstrates flexibility and adaptability.
- Strong business acumen.
- Resilience to work under pressure.
- Willingness to travel to Ga-Rankuwa on a daily basis.

**APPLICATION FOR THIS POSITION**

- Your **CV** must please be submitted to **Sharon Winter** via email: [swinter@upap.co.za](mailto:swinter@upap.co.za)