



CAREER OPPORTUNITY / VACANCY

Job Title	: Junior HR and Payroll Administrator
Department	: Human Resources
PURPOSE OF THIS POSITION	
<p>The main purpose of the Junior HR and Payroll Administrator function is to support and contribute to the overall achievement of the goals of the Human Resources department with the key focus being on assisting with the Payroll as well as the HR Administration for the UP Group.</p> <p>Payroll:</p> <ul style="list-style-type: none"> • Assist the Payroll Supervisor with the monthly Payroll for UPP and UPM • Provide the HR Manager with payroll information to compile EE Reports • Assist with the Monthly payroll journals and recons • Assist the Finance Department with monthly EMP201 • Assist with monthly UIF declaration submissions • Monitor time and attendance • Provide department heads with monthly leave report • Handling payroll queries <p>HRIS</p> <ul style="list-style-type: none"> • Ensure that all HR related administration is prepared, safely stored and accurately captured/documentated on the HRIS system. • Provide an integrated HR administrative service as and when required. <p>HR Projects</p> <ul style="list-style-type: none"> • To assist with HR related projects/surveys as and when required and to continuously strive to implement best practice criteria. • To support the other HR team members with a variety of HR related tasks, projects, processes and initiatives as and when required. <p>Ad hoc</p> <ul style="list-style-type: none"> • Assist with Ad hoc assignments as and when needed • Assist with recruitment (interviews, screening, sourcing CV's) when required • Assist with any HR administration when required 	
EDUCATIONAL REQUIREMENTS	
<ul style="list-style-type: none"> • Minimum Qualification: HR Diploma or related. • Ideal Qualification: BCom / BA HR degree or related will be advantageous • Minimum Experience: 1 – 2 years Payroll experience, preferably in an FMCG/Manufacturing industry 	



KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- VIP Payroll Experience
- Knowledge of HR Administration
- Knowledge of Labour Legislation
- Must have the ability to maintain confidentiality at all times
- To be an influential team contributor with the ability to lead by example and to motivate others.
- Ability to take full responsibility and accountability as per scope of work.
- Must be a diligent person with a high regard of mutual respect.
- Must be a highly goal orientated and conscientious individual who takes pride in his/her work.
- Must have good communication skills and be proficient in English.
- Must be able to respect and uphold the company's interests and objectives.

APPLICATION FOR THIS POSITION

- Kindly submit your CV to Sharon Winter via e-mail: swinter@upap.co.za
- Open to all candidates who meet the minimum criteria
- Closing date: Friday, 17 July 2020