Department

HUMAN RESOURCES HR ASSISTANT

Location

PKF Port Elizabeth

Position Type

Permanent

|  |
| --- |
| **Short Summary of the purpose of the role:**To perform duties related to Front-line Reception at PKF Port Elizabeth mornings & general relief. To administer the staff leave process including inputting leave onto the VIP system.Responsible for entire graduate recruitment process.To perform various administrative tasks for HR Manager. Perform petty cash duty for entire firm.* Leave Administration
* Reception Support
* HR Support
* Graduate Recruitment
* Service
 |

|  |
| --- |
| **Academic Qualifications Required:**Grade 12HR QualificationLeave component of VIP advantageous |

|  |
| --- |
| **Skills, Competencies and Experience Required:****Skills**Interpersonal skillsCommunication skills: Be able to converse in English/AfrikaansReport writing skillsTelephone skillsClient Service skillsNumeracy and literacy skillsTime Management Organisational skillsDecisive and accurateAbility to prioritise**Competencies**ConfidentialityProfessionalismAccuracyComputer literacyKnowledge of VIP Leave Administration system**Experience**General Administrative experience |

|  |
| --- |
| **Required Computer Packages:**VIP Payroll – Leave Administration (advantageous)Microsoft Office and ExcelE-mail |

|  |
| --- |
| **Key Duties and Responsibilities – Key Performance Indicators:**Reception (Relief for lunch and tea break times and leave)Answering of switchboard timeously and promptlyAssisting all Clients at Reception Writing up and franking of all out-going mailRecording of all outgoing and incoming faxesOrdering of lunches for partnersRecording of all hand deliveries and collectionsWriting up of all SARS documentsWriting up of all DocexHR AdminAdministration of leave process for all staff members using VIPHandling leave queries from staff and reconciling leave balances & overtime accruedGeneral Admin duties – typing up forms, org charts, seating plans, making induction files for HR ConsultantDraw weekly access reports for distribution to ManagersGeneral Assistance and support to HR ManagerRun Graduate recruitment programme (obtaining marks from students, interviews, general coordination of programme)Run Graduate recruitment eventsBirthday e-mails to staffInduction and exit interviews for Graduates and vac studentsMaintain Organogram and ensure up to dateReference checks for all staffFull personal assistant role to HR ManagerFilingShow initiative and creativity in graduate recruitment ideas. |

|  |
| --- |
| **Work Complexity:** Support HR Manager, Staff Partner and Training Partner. |

Apply Now

Applications to be sent to: Samantha Senekal samantha.senekal@pkf.co.za