Department

HUMAN RESOURCES HR ASSISTANT

Location

PKF Port Elizabeth

Position Type

Permanent

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| **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 |

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| **Academic Qualifications Required:**  Grade 12  HR Qualification  Leave component of VIP advantageous |

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| **Skills, Competencies and Experience Required:**  **Skills**  Interpersonal skills  Communication skills: Be able to converse in English/Afrikaans  Report writing skills  Telephone skills  Client Service skills  Numeracy and literacy skills  Time Management  Organisational skills  Decisive and accurate  Ability to prioritise  **Competencies**  Confidentiality  Professionalism  Accuracy  Computer literacy  Knowledge of VIP Leave Administration system  **Experience**  General Administrative experience |

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

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| **Key Duties and Responsibilities – Key Performance Indicators:**  Reception (Relief for lunch and tea break times and leave)  Answering of switchboard timeously and promptly  Assisting all Clients at Reception  Writing up and franking of all out-going mail  Recording of all outgoing and incoming faxes  Ordering of lunches for partners  Recording of all hand deliveries and collections  Writing up of all SARS documents  Writing up of all Docex  HR Admin  Administration of leave process for all staff members using VIP  Handling leave queries from staff and reconciling leave balances & overtime accrued  General Admin duties – typing up forms, org charts, seating plans, making induction files for HR Consultant  Draw weekly access reports for distribution to Managers  General Assistance and support to HR Manager  Run Graduate recruitment programme (obtaining marks from students, interviews, general coordination of programme)  Run Graduate recruitment events  Birthday e-mails to staff  Induction and exit interviews for Graduates and vac students  Maintain Organogram and ensure up to date  Reference checks for all staff  Full personal assistant role to HR Manager  Filing  Show initiative and creativity in graduate recruitment ideas. |

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

Apply Now

Applications to be sent to: Samantha Senekal [samantha.senekal@pkf.co.za](mailto:samantha.senekal@pkf.co.za)