



MACDONALD'S
TRANSPORT / WAREHOUSING
SINCE 1933



MacDonald's Transport and Warehousing, a well-established fast-growing group of companies, with an equal opportunity policy, has the following vacancy in Johannesburg.

Administrator: HR

Qualifications & Requirements:

- Grade 12
- 2-5 years relevant HR experience.
- A tertiary qualification in HR will be an advantage.
- Excellent administrative skills
- Fluent in English (verbal and written) and preferably in Afrikaans as well.
- Ability to work under pressure.
- Good communication skills
- Time management skills

Key Accountabilities:

- Recruitment and Selection: Coordinated and manage the recruitment proses for the region.
- Onboarding of New Employees
- Conduct and manage company induction
- Maintain Employee Records
- Employee Engagement: Deal with Queries
- Management of Payroll Information and Documentation: Engage with payroll department to ensure accurate payroll information and documentation is provided.
- Maintenance of HR systems (Clocking systems, Performance management systems, ext.)
- Updating of organograms and roll-profiles for region
- Assist with General Information and Queries
- Submit HR Reports
- Assist with Training Programs
- Manage Termination Proses
- Submission of all Death and Funeral claims
- Assist Line Managers with HR related matters
- Manage Cleaning Services
- Arrange medical fitness examinations for relevant employees
- Administering and coordinating staff programs and events
- Assist Executive Manager: HR with additional tasks

A comprehensive CV to be forwarded to: recruitment@macdon.co.za