

JOB DESCRIPTION

Human Resource Officer/ CEO Support

Position Details

The Human Resource Officer will be responsible for managing and implementing the Company's HR System to facilitate improved Team performance.

The positions secondary responsibility is to provide administrative support to the CEO

Human Resource

Performance Management

- Lead contribution to the implementation and monitoring of the annual performance management process
- Monitor, record and report on attendance and entitlement utilisation

HR Information Systems

- Ensure that the HR Information Systems data are current and accurate.
- Maintain absolute discretion in handling Human Resource matters & materials

Remuneration & Benefits

- Co-ordinate employee benefit programmes

Training & Development

- Identify staff training & development needs, and in consultation with Management develop plan to address.
- Facilitate induction and orientation for new staff

Policy

- Assist with the development of policies and procedures ensuring they are updated and reviewed as necessary
- Communicate and guide employees in all aspects of employment legislation and best practice

Planning and Staffing

- Collaborate with Management in developing job descriptions.
- Manage the Recruitment process; advertising, reference checks, shortlisting, screening interviews and shortlisting candidates.

Health & Safety

- Develop OHS (Occupational Health & Safety) Plan, monitor compliance and review as necessary.

CEO Support

- Assist in managing CEO schedule, ensuring that engagements are ordered appropriately and attended to as planned.
- Draft routine and non-critical communications for review, sign-off and submission
- other requirements that may arise from time to time

You Report to; CEO