



BEKKER STEEL

steel service centre 

JOB TITLE:	Human Resources Administrator	DEPARTMENT:	Admin
REPORT TO:	Director – Business Administration	SALARY:	TBA
HOURS:	Mon – Thurs. (07H45 – 16H45) Fri – (07H45 – 14H00)	START DATE:	A.S.A.P.

PRINCIPLE DUTIES & RESPONSIBILITIES:

Your duties will be to take responsibility for all sales activities in assigned accounts and/or regions:

- Administration of employee's welcome pack. (Job Offer, contract, job description, PPE etc.)
- Personal File Maintenance (All related documentation to be filed in employee's file), physical and electronic.
- Management of monthly payroll system, auditing of payroll processing. (Time and Attendance, Leave, Deductions, Provident Fund etc.)
- Administrative management of Staff payroll documents.
- Administration of payroll deductions i.e. garnish orders, advances etc.
- Management of disciplinary system, this includes issuing of warnings, tracking offences, co-coordinating and consulting with Labour consultant, preparing and attending CCMA cases.
- Management of all company leave.
- Management of company assets issued to employees.
- Management of employees Personal Protective Equipment i.e. Issuing & re-ordering.
- Assist with the administration of Injury on duty claims, this includes return of earnings and letter of good standing
- Administration of time & attendance.
- Providing payroll reports on a monthly and/or ad hoc basis.
- Reconciliation of deductions (PAYE, Medical, Provident Fund etc.)
- Communicate, research and update internal application of MEIBC Main Agreement and Labour Relations Acts.
- Compile and maintain Employment Equity Reporting.
- Assist with staff event organizing.
- Assistance as required by any team member relating to human recourse issues and/or information.
- Other duties (including but not limited to)
 - Support function to management team
 - Preparation of reports on an ad-hoc, weekly, daily or monthly basis (not relating to HR)
 - Verify and check monthly creditor's reconciliations.

BASIC SKILLS/TRAITS:

The below mentioned skills are critical to fulfil your role as a successful team member and you are expected to adopt these skills to the best of your abilities:

- 5 Years or more Metal Industries Payroll experience
- Pastel Partner & Payroll knowledge & practical experience
- MIBFA, Provident Fund, Work Place Skills & Employment Equity knowledge
- Strong Microsoft Excel Skills



Iso Certificate No. 49 0093 QM08



Directors: JAK Bekker, RP Bekker, R McClymont, HB Stopforth

PO Box 4482
Vereeniging
Gauteng
1930

108 Houtkop Road
Duncanville
Vereeniging
Gauteng

T. +27 16 428 9700
F. +27 16 428 2655

M. info@bekkersteel.co.za
E. www.bekkersteel.co.za

Reg No. 2004/007363/07
VAT No. 4400211019



BEKKER STEEL

steel service centre 

- Professional, honest & reliable
- Good time management
- Attention to detail
- Good communication Skills
- Confidentiality
- Ability to work under pressure and to take personal responsibility for results
- Take initiative & persistence.

Start Date: 01 February 2024

Please send Curriculum Vitae to info@bekkersteel.co.za with position in the subject line.



ISO Certificate No. 49 0093 QM08

Directors: JAK Bekker, RP Bekker, R McClymont, HB Stopforth



PO Box 4482
Vereeniging
Gauteng
1930

108 Houtkop Road
Duncanville
Vereeniging
Gauteng

T. +27 16 428 9700
F. +27 16 428 2655

M. info@bekkersteel.co.za
E. www.bekkersteel.co.za

Reg No. 2004/007363/07
VAT No. 4400211019