VACANCY

Internal & External Advertisement

The following Vacancy exists within Sylvania Metals (Pty) Ltd.

HR Assistant

WCM Shared Services

Sylvania Metals is looking for a HR Assistant to support the **WESTERN** Operations with general administrative duties within the HR department.

Core Duties and Responsibilities:

- The incumbent will be responsible for general administration within the HR department
- Business partnering as a first point of contact between HR Management, Line Managers and employees.
- Posting of job adverts, screening and shortlisting of candidates
- Scheduling and conducting interviews
- Ensuring background and reference checks are completed
- Management of the overall on-boarding process of new employees including medicals and induction
- Management of the overall off-boarding process in terms of exit medicals, exit interviews and fund withdrawals
- Assist with employee pay queries as and when required
- Compile reports related to the discipline and area of responsibility
- Take and type minutes of meetings
- Labour Management in line with Business Plan
- Organize and maintain employee records and general filing
- Medical and Provident documentation processing
- Actively participates in HR Projects
- Providing general HR related customer service to employees
- Liaise with internal and external stakeholders

Knowledge/Education Requirement:

- Diploma in HRM.
- Computer Literate (MS Office: Importantly Outlook and Excel).
- Knowledge of basic Labour Legislation governing employment relationship essential.

Advantageous requirements:

- Advanced Diploma / Bachelor Degree in HRM or related would be advantageous.
- Previous Mining experience with ER and related processes would be advantageous.

Experience and requirements:

- Minimum of 2 to 3 years' HR experience
- Valid code 8 driver's license with own vehicle

Personal competencies (Requirements):

- Excellent verbal and written communication skills.
- Strong Administrative and Organisational Skills.
- Attention to detail.
- Analytical skills.
- Good time management skills - able to multitask and prioritize
- Integrity and Confidentiality.
- Autonomous (Able to work with limited supervision) while adhering to company procedure.
- Ability to work under pressure.
- Strong work ethics

Other Requirements:

- Stay in close proximity of the Western Operation Plants (Mooinooi, Lesedi and Millsell)

Candidates who meet the requirements as stipulated above may apply by sending their CV's and copies of relevant qualifications to the Sylvania HR Department. **Should you not hear from the company in 21 days, please consider your application unsuccessful.**

By applying for this vacancy, you give consent to Sylvania to process your personal information in line with the Processing of Personal information Act (POPIA) and the Company's recruitment procedure. Your information will be kept on record for this vacancy only.

Contact: recruitmentwest@sylvania.co.za

Closing Date: **29 April 2024**