

## POSITION: HUMAN RESOURCES ADMINISTRATOR

LOCATION: WOODMEAD

Our client is a group of companies focused on providing administration, health and financial services and IT solutions to the health and insurance industry. Human Resources is part of shared services that provide people practices, strategic and HR administration support to the entire group of companies.

### **Purpose of the Role**

The HR administrator duties involve a wide range of support activities inside our HR department, from coordinating meetings to maintaining our employee database to posting job ads. An important part of your role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions. You'll also assist in creating policies, processes and documents.

### **HR Administrator qualifications**

HR Administrator skills we're looking for include excellent organization ability, familiarity with HR software and strong communication skills. To be an ideal candidate for the human resources administrator position, you should also hold an HR-related degree and have some experience in our industry. You should be able to work autonomously and remain calm under pressure. Ultimately, you'll ensure our HR department is organized and operates smoothly to attract, hire and retain our employees.

### **Responsibilities**

- Assist with day-to-day operations of the HR functions and duties
  - Provide clerical and administrative support to Human Resources department
  - Compile, update and maintain employee records on TEAMS
  - Process documentation and prepare staff reports relating to personnel activities and payroll (vaccine, performance, medical aid etc).
  - Coordinate HR projects (meetings, training, surveys etc) and take minutes
  - Deal with employee requests regarding human resources issues, rules, and regulations
  - Assist in payroll preparation and input and submit to Outprof for processing.
  - Communicate with external parties when necessary
  - Properly handle the administration related complaints and grievance procedures
  - Coordinate communication with candidates and schedule interviews
  - Conduct onboarding and termination process for newly hired employees
  - Assist our recruiters to source candidates and update our database
- Requirements and skills
- Proven experience as an HR Assistant, [Staff Assistant](#) or relevant human resources/administrative position
  - Fast computer typing skills (MS Office, in particular)
  - Basic knowledge of labour laws
  - Excellent organizational skills
  - Strong communications skills
  - Degree in Human Resources or related field Skills
  - Works independently and delivers with minimal supervision.
  - Interacts comfortably with a variety of personality types.

- Creative, analytical, and persistent, with skills in lateral thinking and logical reasoning.
- Ability to manage emotions and remain calm under pressure.
- Has an eye for detail to ensure accuracy of information provided.
- Ability to handle conflict in a way that results in a peaceful ending.
- Can convey information clearly and effectively, both verbally and non-verbally.
- Evaluates critical information and make decisions based on findings.
- Demonstrated ability to take constructive criticism in a positive manner.
- Advanced Microsoft Office User

### **Attributes and Behaviour**

- Ability to persuade others to follow the direction given.
- Develops and maintains positive working relationships with others.
- Shares ideas and information.
- Functions effectively as part of a team and is willing to balance personal achievements with group goals.
- Takes initiative in discovering inventive methods of being productive.
- Caring attitude with inherent compassion.
- Offers sympathy and practices sensitivity in delicate matters.
- Shows commitment to completing tasks on time.
- Keeps pace with change – acquires skills/knowledge as the business develops.
- Display a positive attitude even in stressful and challenging circumstances.
- Has credibility with peers and senior managers.

Take note that this is a guideline of what the company expects of you but is not limited to the tasks mentioned.