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Recruitment Advisors

Website | www.whmrecruitment.co.za • Reg. no | 2014/049853/07

Human Resource Manager

WHM Recruitment Advisors is urgently looking for an Human Resource Manager to join their client based in Port Elizabeth. Salary is highly negotiable depending on qualifications & experience. Must be willing to relocate to Port Elizabeth.

PLEASE NOTE:

Should you apply for this vacancy and your skills and experience DO NOT match the inherent REQUIREMENTS of this position, YOUR APPLICATION WILL BE IMMEDIATELY DELETED. Please ensure that you READ and understand this advertised position BEFORE sending your CV to us, or otherwise you will just be wasting YOUR time and ours.

Application Process:

To apply for this position kindly e-mail your updated CV in Word format to ruska@whmrecruitment.co.za, and indicate the Position name in the Subject Line

Qualifications and Experience:

- Relevant Degree / Diploma in Human Resources
- At least 8 years' experience in a manufacturing environment at a Senior Management Level
- Thorough and updated knowledge of personnel policies, procedures, payroll & administrative systems incl. practical experience
- Must have sound knowledge & experience within the labour relations, incl. relevant acts
- Sound experience in the function of Employment Equity Manager & Skills Development Facilitator
- Must be Computer Literate (MS Office – Advanced Level)
- Must be willing to relocate to Port Elizabeth

Key Performance Areas:

- Compensation management and administration
- Selective recruitment of new employees and organization of effective induction programme of employment.
- Maintenance of sound industrial relations
- Administration and control of personnel history records, position descriptions, job specification and organization charts (including regular updating).
- Organisation and recording of competence evaluation – i.e. counselling, performance appraisals and progress reports.
- Organisation and recording of formal training and development programmes (both in-house and external) to ensure that there is no shortfall between the employee's ability and the level of competence required.
- Employment Equity – Ensure the Employment Equity targets are monitored and facilitate the setting/achievement of goals as per EE Plan.
- Skills Development

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- Responsible for Group Business Process orientated work, Risk Management and Compliance Management in area of responsibility

Job Content

- Act as HR Business Partner to Management team and be trusted advisor for all HR related topics
- Management, development and improvement of the activities, responsibilities, processes and projects within Human Resource department on the short-medium-long term
- Control, observance and provision of international, national legal and company guideline requirements
- Development and implementation of HR activities in order to be in line with the company's strategical and operative target achievements
- Support, informing and coaching all employees regarding relevant HR topics
- Monitoring and control of headcount budget and costs
- Increase of employee performance through training and development possibilities

Remuneration:

Salary is highly negotiable depending on qualifications & experience. Must be willing to relocate to Port Elizabeth.

Disclaimer:

Please note that only short listed candidates will be contacted. Therefore, if you have not received any correspondence within two weeks of your application, you have been unsuccessful

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