

**JOB PROFILE**

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| **POSITION DESCRIPTION** |
| **Position Title** | HR Registry & Administrative Assistant |
| **Description** | This position will provide administrative support in relation to document management, payroll administration and record keeping of all employee records |
| **Department** | Human Resources |
| **Reports To** | HR Senior Manager |
| **Position location** | Head Office |
| **Peromnes Grade** | Grade 10 |
| **Number of Direct****Reports** | N/A |

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| **POSITION REQUIREMENTS** |
| **Minimum Qualification** | * Matric
* 3-year National Diploma in Human Resource/Psychology
* Knowledge and experience of record management, knowledge and experience of payroll administration process and computer literacy
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| **Essential Experience** | * Three years’ experience in high administrative level and record keeping
* Filing and document management
* Payroll Administration
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| **Knowledge** | * Human Resources Management Environment
* Office processes and procedures
* Filing and document management processes
* Payroll Administration
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| **Skills & Abilities** | * Attention to detail
* Communication
* Problem-solving
* Customer service orientation
* Interpersonal skills
* Initiative
* Flexibility
* Integrity
* Accountability
* Good data capturing skills
* Excellent MS Office/Intranet/Internet
* Planning, organising and follow up
* Confidentiality
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| **MAIN AREAS OF RESPONSIBILITY** |
|  | * Create and maintain employee files for all existing and new Employees
* Add new material to file records, and create new records as necessary
* Enter document identification codes into systems in order to determine locations of documents to be retrieved
* Sort or classify information according to the HR Checklist and file template, and by surnames
* Maintaining payroll information by collating, calculating and entering data
* Updating payroll records by entering any changes to employee information or benefits such as job title changes, exemptions and saving deductions
* Answering any employee payroll queries
* Review and calculate S&Tclaims
* Find and retrieve employee information from files in response to requests from authorised users
* Create and maintain a register for recording of any employee records or documentation filed, removed and returned
* Track materials removed from files in order to ensure that borrowed files are returned and ensure a register has been signed for the removal of information
* Ensure all employee records are up to date by collecting all relevant materials from any party that must be filed
* Scan or read incoming materials in order to determine how and where they should be classified or filed
* Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information
* Assign and record or stamp identification numbers or codes in order to index materials for filing
* Handle all queries (including audit) related to records and files
* Modify and improve filing systems, or implement new filing systems
* Perform monthly inspections of materials or files in order to ensure correct placement, legibility, and proper condition
* Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements
* Operate mechanised files that rotate to bring needed records to a particular location
* Design and maintain forms related to filing systems
* Retrieve documents stored in microfilm or microfiche and place them in viewers for reading
* Perform any other relevant administrative support function for the directorate
* Provide all administrative support to HR Department i.e. travel management, procurement, meeting management
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| Employee Records Management | * Recording and signing off documents going to other departments and been submitted to HR
* Follow up on the return of documents removed from files
* Maintain records, reports, or files
* Maintain inventory of office forms
* Maintain legal forms
* Organise documents and records
* File or retrieve paper documents and related materials
* Track and collect information that is required for the files from all relevant parties
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| Documenting/recording information | * Entering, transcribing, recording, storing, and maintaining information in written or electronic/magnetic form
* Create file front page (tick list for all information that is required) for all hardcopy files
* Up to date signed and counter signed register of requested documentation
* Follow up on the return of information removed from files within one week of removal from the relevant file
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| File Management | * HR database information must be 100% accurate at all times
* Personnel files are up to date and accurate at all times
* Establish files control to eliminate loss of documentation
* Implement HR Risk Management plan including: eliminating all risks pertaining to HR Administration, employee data, confidentiality and loss of documents
* Auditing file
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| Processing information | * Compiling, coding, categorising, calculating, tabulating, auditing, and verifying documentation and data:
* Organise reference materials
* Classify documentation according to content or purpose
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| Administrative Management | * Provide all administrative support to HR Department i.e. travel management, procurement, meeting management
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| **KEY RELATIONSHIP INTERFACES** |
| **Internal Relationships - other than reporting lines (manager and subordinates).** \* | **External Relationships (With Local/Provincial structures and other key parties, specify)** |
| * All directorates
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| Signed by:(**Job Holder)** | Authorised by: |
| Date: | Date: |