

Overview:

A broad Human Capital role responsible for managing and executing the full HR function, including recruitment, employee relations, payroll, compliance, and employee engagement within a structured corporate environment.

Responsibilities:

- Manage end to end recruitment and onboarding
- Act as first point of contact for employee relations
- Maintain HR systems and employee records
- Manage payroll administration and reporting
- Handle labour relations processes and hearings
- Support performance management and PIP processes
- Drive training and development initiatives
- Ensure compliance with labour legislation
- Manage Employment Equity processes and reporting
- Lead employee engagement and wellness initiatives

Requirements:

- Minimum 7 years HR experience
- Experience across full HR function
- Strong payroll administration experience
- Proven labour relations experience
- Experience with performance management processes
- Employment Equity experience
- Strong communication and interpersonal skills
- Strong organisational ability
- Experience with HR systems
- Relevant HR qualification