

**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 |
| **Essential Experience** | * Three years’ experience in high administrative level and record keeping * Filing and document management * Payroll Administration |
| **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 |
| 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 |
| 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 |
| 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 * 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 * 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 |

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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: |