

EXCITING CAREER OPPORTUNITY

CERES, WESTERN CAPE



Ceres Fruit Growers (Pty) Ltd, one of the leading fruit packing and marketing companies in SA, requires an energetic and professional person for the following post:

HR Generalist

The incumbent will report directly to the Manager: Human Resources and will be responsible for:

- Recruitment and selection of personnel
- Administration with regards to appointments and fringe benefits
- Compiling contracts of employment
- Compiling the company's Workplace Skills Plan and Employment Equity report
- Updating all employee and training statistics
- Assisting supervisors with regards to disciplinary hearings and handling CCMA cases
- Liaising with the labour union and relevant SETA's
- Coordinating the annual induction programme and Learnership programmes
- Coordinating all internal and external training programmes
- Liaising with internal and external clients and suppliers
- Administration of the employee information systems
- Managing the wage system
- Taking part in internal and external Ethical and BEE audits.

The suitably qualified candidate must meet the following requirements:

- A B-degree in Human Resources
- A minimum of 5 years' relevant experience in a generic Human Resources environment
- Excellent communication skills in Afrikaans and English (Xhosa will be a strong recommendation)
- Above-average computer literacy in MS Excel, Word and PowerPoint
- Good organisational skills with a focus on analytical and systematic problem solving
- Experience in an organised labour environment and negotiations with labour unions
- Proven knowledge of labour legislation and other related legal/ statutory provisions
- Ability to function independently, maintain healthy labour relations and work under pressure
- Good interpersonal skills
- A valid driver's license with own transport.

FOR MORE INFORMATION AND TO APPLY, VISIT:

www.m3online.co.za before 09:00 on 20 August 2020

If you have not been contacted within three weeks of the closing date, please accept that your application has been unsuccessful.

In line with our Employment Equity policy and requirements, preference will be given to suitably qualified persons from the designated groups.