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Our client is South Africa's preferred quality outsourced sales call centre with branches in Cape Town and Durban. They provide outsourced services to English speaking international clients as well as to french speaking clients. They are currently looking for an HR Manager at their Branch in Cape Town.

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- Preparation of employee contracts
- Completion of monthly reports
- Calculation of salary packages of staff
- Attend to all HR and remuneration queries
- Set up and control the recruitment budget
- Co-ordinate and monitor induction programmes and probation reviews
- Implementation of HR policies, procedures and processes of the various HR and other functions
- Coordinate all disciplinary enquiries and provide advice on disciplinary matters
- Ensure that the company adheres to applicable legislation
- Communication of current training and development opportunities
- Monthly reporting for all HR related costs
- Trouble-shoot HR related issues and develop action plans
- Completing the Employment Equity Report and other Equity matters
- Preparation of the Equity Plan
- Retain relevant documentation for audit purposes
- Good Knowledge of all Acts & IR
- Any ad-hoc projects that are deemed necessary

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- Diploma, Degree and or any other relevant qualification
- 2 - 3 years experience as an HR Generalist or similar role
- 2 - 3 years experience in a Call Centre environment
- Previous recruitment experience (advantageous)

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Should you meet the above requirements and be interested in this position please quote the Reference CV together with your supporting documentation to recruitment@surgo.co.za or apply via this job page.

and submit your

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