

Human Resources Administrator – HILTON HOTEL WINDHOEK

- ✓ Assist in recruitment processes.
- ✓ Coordinating the induction and onboarding of new employees
- ✓ Drafting of employment contracts, disciplinary notices and any other related HR administration.
- ✓ Support and advise management on company policies and procedures.
- ✓ Coordinate and ensure performance reviews are conducted timeously.
- ✓ Manage succession planning with Department Heads during appraisal process.
- ✓ Manage employee relations
- ✓ Manage time and attendance system for all departments
- ✓ Collection of payroll related data from Department Heads Timeously
- ✓ Processing of payroll
- ✓ Update and maintain the integrity of the information on the payroll system
- ✓ Registering employees timeously with the relevant statutory bodies i.e Social Security
- ✓ Assist in determining departmental training requirements
- ✓ Assist in the organisation of Team Member social events

Experience and Skill Required

- ✓ 2-3 years' experience as a Human Resources Administrator
- ✓ Degree in Human Resource Management
- ✓ Sound understanding of the payroll system, employment regulations, legislation and compliance
- ✓ Strong organisational skills and attention to detail
- ✓ Strong verbal and written communication skills
- ✓ Strong Microsoft Suite skills (especially Excel) and tech-savvy
- ✓ The ability to work in a fast-paced environment and under pressure

CLOSING DATE: 28 August 2024

Please note that the above responsibilities for each position are not exhaustive. For more information on the positions advertised above visit <https://unitedafricagroup.com.na/page/career-options/>

APPLICATION PROCEDURE:

Suitably qualified applicants should forward their applications clearly indicating the position applied for along with supporting documents to recruitment_hilton@Hiltonwindhoek.com

Only short listed candidates will be contacted for an interview.

Hilton Hotel Windhoek and Hilton Garden Inn Windhoek are a subsidiary of the United Africa Group (Pty) Ltd