



Farm Fresh. Always

Fruitways is one of the leading agri-businesses in South Africa. We specialise in the growing, packing and marketing of apples and pears to retailers, traders and wholesalers around the globe.

ADMINISTRATION CLERK

Date First Published: 02 March 2020

We have a career opportunity for a self-motivated individual who is able to work independently and accurately in a pressurized production environment. Reporting to the Area Manager and working closely with production teams, you will be based at the **Applegarth Farm** one of our Farming Divisions in the **Grabouw** area.

The main responsibilities include:

- Administration of all financial data as it relates to wages
- Administration and capturing of the Time Management System
- Ensuring that all personnel records are kept up to date
- Administration of wage employment contracts and leave
- Ad hoc administrative duties as may be required from time to time

Requirements:

- Matric
- Minimum of 2 years' working experience in an administrative position
- Exceptional attention to detail and accurate execution of tasks
- Strong interpersonal and communication skills
- Good computer skills; especially Excel and above average numerical ability

Please register your CV and apply online by clicking on the following link:

<https://fruitways.applytojob.com/apply/aPRdJzCImT/Administration-Clerk.html>

Recruitment@fruitways.co.za for internal applicants only.

Internal Applications close Wednesday, 11 March 2020