



Farm Fresh. Always

Fruitways is an agri-business that specialises in the growing, packing and marketing of apples and pears to retailers, traders and wholesalers around the globe.

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## HR ADMINISTRATOR

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Date First Published: 12 September 2019

We have two exciting career opportunities available for self-motivated, service orientated and well-organized individuals. As an HR Administrator you will play a vital role in supporting the HR team with a wide variety of administrative duties that includes but is not limited to recruitment, induction, training and development, industrial relations, compliance, and CSI.

The two vacancies are both based at our Glen Elgin office in Grabouw, one will be for our Farming division and the other for our Packing division and travel between the various operational units will be required.

### **Key responsibilities:**

- Assisting with recruitment by coordinating interviews, pre employment medicals and arranging induction sessions
- Co-ordination and administration of all relevant training
- Scheduling and coordination of disciplinary-, incapacity- and grievances and any other IR administrative requirements
- Provide full coordination and support service for various HR meetings (e.g. shop steward meetings, union meetings, health and safety meetings, community forums and wage negotiations sessions).
- Updating various HR records and uploading documents into the HRIS

### **Minimum Requirements:**

- HR qualification
- Demonstrated proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- 1-2 years' work experience in an HR role or other administrative capacity
- Drivers' license and own transport a must

Please register your CV and apply online on the Careers24 website by clicking on the following link:

<https://www.careers24.com/jobs/adverts/1604712-hr-administrator-overberg/>

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