

**ELGIN**  
**FREE RANGE**  
**CHICKENS**

EST. 1997

**FREE RANGE IS A LIFESTYLE**  
**NOT A LABEL**



**Vacancy**

**Recruitment Officer**

The ideal candidate will be responsible for talent acquisition and retention.

**Key Responsibilities:**

**Will include but not limited to:**

- Administer the recruitment and selection process of employee's at all occupational levels in consultation with the relevant Departmental Heads.
- Clear identification of all aspects of the vacant position/s, including detailed job descriptions, compensation and benefits prior to sourcing candidates.
- Drafting job advertisements and ensuring placement of such.
- Coordinate and ensure optimum advertising of new and vacant positions, internally and externally with the endeavour to attract talented and skilled employment candidates.
- Receiving, screening and short listing of all applications.
- Obtaining, processing applications and pre-interview forms in line with laid down recruitment guidelines.
- Arranging and coordinating interviewing of short listed candidates in conjunction with relevant Departmental Heads.
- Coordinating pre-employment screening sessions for short listed candidates.
- Communication of application and interview outcomes to all shortlisted candidates.
- Conduct employee induction at appointment with all new personnel.
- Assist in the selection, organising and training of staff.
- Be an active member of the organisation's Employment Equity and Skills Development Committee.
- Assisting with the day-to-day efficient operation of the Payroll and HR office.

**Requirements and Experience:**

- Diploma, Bachelor's Degree in Human Resources, Business Studies, Administration or equivalent.
- Minimum 3 years' experience in related field.
- Team player.
- Attention to detail at all times.
- Self-motivated, self-starter and energetic.
- Well organised and enjoys administration.
- Strong work ethic and commitment to integrity.
- Excellent reporting, communication, presentation and interpersonal skills are essential.
- Financial knowledge, analytical skills and proficiency in MS office suite.

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We offer a competitive salary with benefits. The appointment will be made in accordance with the Company's EE Policy.

Interested applicants should forward their CV's to: e-mail address [mdpa@freerangechickens.co.za](mailto:mdpa@freerangechickens.co.za) on or before **6 March 2019. Please specify what position you are applying for in the subject line.** Only candidates who meet all the specified requirements will be considered. Candidates who apply from outside the Western Cape will be responsible for all relocation costs should their application be successful. Only shortlisted candidates will be contacted. Should you have not been contacted within 1 month, please consider your application unsuccessful.

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BOARD OF DIRECTORS: Jeanne Groenewald (CEO); Linka Cameron (MD); Lauren Tait (FD); Robyn Jackson (Chairperson); Taffy Roberts

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