

ELGIN
FREE RANGE
CHICKENS

EST. 1997

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



Vacancy:

Payroll Administrator

The successful candidate will be responsible for assisting in the day to day operations of the payroll and human resources function and as well as payroll with a compliment of over three hundred and fifty employees.

Duties and Responsibilities:

Will include but not be limited to:

- Payroll preparation- Loading of new employees onto Sage Payroll and CS Time Clocking system, processing of payment and deductions, printing of payslips, various reports for management use and reconciliation of payroll reports.
- Capturing and control of leave forms to ensure that such forms are updated the Payroll and Time management system.
- Prepare check and sign off attendance registers for employees to confirm that Supervisors are marking the attendance registers twice daily before and after lunch, conduct random head counts on a regular basis.
- Printing time management reports and handing them out to supervisors and line managers for verification and approval as well as correction and following up on any discrepancies.
- Capturing training and performance management history payroll and following up on absconding employees.
- End of period payroll processing and updating including preparation of third party payments.
- Retirement fund administration functions (New entrants, withdrawals, reconciliations).
- Monitor staff compliments and send updates to Senior Management on daily compliments.
- Monitor and check employees leave transactions and history (Sick, Annual and Family responsibility to ensure that balances are kept up to date, including checking for abuse and excessive sick leave patterns.
- Prepare contracts and conduct induction of staff.
- Maintaining employee files and the human resources filing system.
- Hand out payslips to employees as for processed pay-runs.
- Assisting with the day-to-day efficient operation of the Payroll and HR office.

Requirements:

- Minimum Grade 12 (Matric).
- Business studies, Human Resources or Management qualification an advantage.
- Highly computer literate with extensive exposure in Microsoft Office Suite.
- Highly ethical and moral standards are necessary.
- Good communication skills.
- Ability to speak a second language will be an added advantage (Afrikaans or Xhosa).
- A creative individual with an eye for detail and precision.
- Team player and ability to maintain a positive attitude in the team.
- Ability to work with minimum supervision.
- Willing to grow with the company.
- Experience in Sage Payroll and any clocking system will be highly beneficial.

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 on or before 21 June 2019. Please clearly indicate the position you are applying for in the subject line. Please also indicate your expected salary range.

Only shortlisted candidates will be contacted. Should you have not been contacted within 1 month, please consider your application unsuccessful.

PO BOX 1176, GRABOUW, 7160, SOUTH AFRICA / T +27 21 859 2795 / W freerangechickens.co.za

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

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