

ELGIN
FREE RANGE
CHICKENS

EST. 1997

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



Vacancy

IR Administrator

This position requires an energetic and dynamic individual to provide a comprehensive and professional Industrial Relations (IR) support service to the Company to ensure adherence to all organisational HR/IR policies, procedures and Labour Legislation.

Responsibilities:

- Provide effective and efficient IR advice, support & administration within set guidelines and deadlines
- Ensure that all IR queries are effectively resolved and feedback is given
- Apply and ensure that the correct disciplinary procedures are followed
- Monitor compliance to applicable labour legislation
- Ensure all HR practices are fair, consistent and executed within the boundaries of relevant HR policies and procedures
- Maintain and establish healthy relationships between trade unions and management
- Participate in negotiating forums
- Provide guidance and leadership in the implementation of employment equity and diversity management
- Deliver on IR projects such as training to line managers and relevant stakeholders
- Prepare and represent at CCMA cases
- IR reporting and minute taking

Minimum Requirements:

- Diploma or Degree in HR Management majoring in Industrial Relations
- Minimum of 2 years' IR experience in a FMCG environment
- Advanced computer literacy in MS Office Suite
- Proven knowledge of HR information systems
- Valid Drivers' License (EB)
- A proven track record in union/management relationship maintenance is a requirement

Other Skills / Competencies:

- Organisational and Industry specific knowledge will be advantageous
- High level of attention to detail with excellent time management, planning, coordinating and prioritising skills
- Excellent negotiation, liaison and administrative skills
- Practical knowledge of generalist HR environment, including payroll
- Ability to work well under pressure, within set guidelines and adhere to deadlines

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- Excellent telephonic, verbal and written communication skills across all levels within the organisation (official business language is English)
- Independent, self-motivated, proactive thinking, ability to do own job planning and function independently
- High level of multi-skilling, flexibility and ability to work as part of a team
- Results driven with high customer focus and excellent interpersonal skills
- **Ability to speak Xhosa would be highly advantageous**

Interested applicants should forward their CV's to: e-mail address mdpa@freerangechickens.co.za on or before 31 March 2020. **Please specify which position you are applying for in the subject line.** Please also indicate your expected salary range. 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.