

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD105-1
	ACTIVITY PROFILE: Trainee HC Administrator	REVISION No. 00
		WRITTEN BY: SK
		APPROVED AND DATED 10/03/2024

1. **SCOPE**

All functions, duties and responsibilities of the **Trainee Human Capital Administrator**.

2. **PURPOSE**

To define the position of the incumbent.

3. **POSITION**

Trainee **Human Capital Administrator**.

4. **DEPARTMENT**

Human Capital.

5. **RESPONSIBLE TO**

Reports to Human Capital Manager.

6. **ORGANOGRAM**

Yes.

7. **EXPERIENCE REQUISITES (MIN)**

- Grade 12
- Diploma in HR
- Advanced Microsoft Office experience

8. **AUTHORITY**

N/A

9. **RESPONSIBILITIES/ACCOUNTABILITIES**

- Maintenance of personal files (Wages & Salaries).
- Ensure accurate payroll updates, new employee engagement, terminations, job titles and changes to pay rates.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Checking weekly time sheets and the accuracy of pay computations.
- Weekly Payroll submission.
- Making sure all necessary documents and reports are processed on time.

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- Excellent business acumen.
- Excellent soft skills.
- Weekly, monthly, and annual reporting to the HC Manager.
- Sit in as an Observer in disciplinary inquiry.
- Assist with BBEE queries.
- Preparation for a long service awards ceremony.
- Attend and take minutes at Shop stewards' monthly meetings.
- Attend and take minutes in both SD and EE committee meetings.
- Advise employees on employment conditions as per the Main agreement / (MEIBC) and Basic conditions of employment.
- Communicate with the MEB office about medical aid queries.
- General HC Administration.

10. **SHEQ MANAGEMENT (ISO9001, ISO14001, ISO45001)**

Responsible for adhering to the requirements of the abovementioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.).

Reviewed by

Accepted by:

Authorised by:

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