



Human Resources and Payroll Assistant Available at Educel

Educel in Pretoria seeks to appoint a suitably qualified, experienced Human Resources and Payroll Assistant, for a full-time position:

Closing Date: **11 February 2025**

Start Date: **25 February 2025**

Job Overview:

1. Input employee attendance on the applicable system
2. Monitor employee attendance for accuracy
3. Generate HR and Payroll reports for management
4. Update employee information on relevant platforms
5. Maintain accurate employee files
6. Process document verification on different platforms
7. Manage recruitment platforms
8. Weekly communication to staff
9. HR and Payroll payment requests
10. General HR and Payroll administration

Required Skills:

- Ability to accurately handle large volumes of data with precision
- Good communication skills
- Maintain strict confidentiality regarding employee information
- 5 year minimum experience in similar position

Applications must include the following documents:

1. CV with recent references
2. Relevant qualification - Gr 12 minimum
4. Certified copy of ID

Educel, in line with the POPI Act, will as far as reasonably possible protect the personal information of all applicants for this position. By applying for this position, the applicant accepts this disclaimer. Please note that only short-listed candidates will be contacted.

Email your application and documents to: lizette@royalschools.co.za and jansie@royalschools.co.za
If you are not contacted by closing of application, please assume that your application was not successful.
