



JOB OPPORTUNITY

Position: PA CLERK
Division: SHARED SERVICES
Site: SPRINGS MILL
Grade: C-LOWER

Vacancies exist in Shared Services, for which applications are invited from employees whom are able to deliver the following:

JOB DETAILS:

Purpose:

Assistance with the implementation of the correct capturing, maintenance and availability of all employee life-cycle and event data, and therefore contributing to ensuring the correct and timely remuneration of employees and the ensuring the availability of management information.

PERSONAL REQUIREMENTS:

Qualifications:

- A minimum Grade 12
- Human Resource and Personal administration knowledge advantageous

Experience:

- 3 years experience relating to HR administration and information systems.

Other:

- Excellent communication and interpersonal skills
- Sound strategic thinking, analytical
- High level of emotional intelligence
- Self-starter with a can-do attitude
- Ability to multi-task and adapt in speed based environment
- Customer service orientated.

Contact person: Interested employees are invited to apply in writing to
Gert van Wyk at the HR department on or before
Wednesday, 3 June 2009

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