Westfalia Fruit Estates, situated in Modjadjiskloof, has a vacancy for a suitably qualified and experienced

Admin Assistant: Learning & Development (Fixed Term Contract)

Reporting to the L & D Practitioner, the successful incumbent will be responsible for execution of administration of all learning and development activities, registering, capturing, updating, controlling and maintaining data and other related systems required to enhance departmental operations.

Qualifications/Experience:
- 3 year post matric qualification in Human Resources, ETDP Qualification or equivalent
- Minimum 2-3 years’ experience in a Human Resources, Administration, HRD Administration or administrator for an SDF
- Microsoft Dynamics D365 or other HRD ERP system

Knowledge:
- Knowledge of the Skills Development Act and its application in a workplace, esp. WSP /ATR preparation, and submission requirements
- Skills Development Facilitation knowledge

Skills:
- Computer literacy: MS Office - (Word, Excel and PowerPoint)
- Microsoft Dynamics D365 or other HRD ERP system
- Excellent interpersonal and communication skills
- Report writing skills

Attitude/behaviour:
- High level of commitment to accuracy and quality
- Attention to detail
- Initiative, energy, and drive
- Service oriented individual that can work under pressure
- High level of integrity
- Must be team oriented
- Able to work with minimum supervision

The Company offers a Total Guaranteed Remuneration Package which comprises provident fund, insured benefits and an option to structure an annual bonus.

Interested and qualified applicants should forward their applications (including a detailed copy of the CV) to Human Resources, Westfalia Limited, PO Box 1103, Tzaneen, 0850 or fax to 086 675 4097 or email recruitment@westfaliafruit.co.za for the attention of Lucia Mafa

Closing date for application is 09 December 2021.

NB: Should you not receive correspondence by 1st January 2022, please regard your application as being unsuccessful.