

Job Description:

Human Resources Secretary

Campus: Johannesburg Campus, American International School of Johannesburg

Direct Supervisor: Human Resources Manager

Starting Date: ASAP

QUALIFICATION

- Matric Qualification
- Knowledge of principles and practices of office coordination.
- Knowledge of basic principles and practices of record keeping.
- Excellent command of the English language, including spelling, grammar and punctuation.
- Previous experience in similar role.
- Knowledge and principles of Human Resources Practices.
- Knowledge and experience on VIP Premier HR database system

JOB GOAL Provide support to the Human Resources Office.

PERFORMANCE RESPONSIBILITIES

1. Act as the Human Resources Secretary by greeting visitors to the Human Resources Office.
2. Answer and forward calls within the Human Resources Office.
3. Perform general secretarial duties for the Human Resources Office.
4. Perform private / confidential secretarial filing for the Human Resources Office.
5. Prepare, correlate and monitor payment requisitions and signatures for same.
6. Answer questions from and act as liaison between the Human Resources Manager and employees, should the Human Resources Manager be unavailable.
7. Assist employees with their requests.
8. Schedule appointments for the Human Resources Manager, as may be required from time to time.
9. Prepare the boardroom or meeting room for meetings and arrange for refreshments.
10. Assist in preparation of contract drafts and revisions and maintain master template for all contract formats.
11. Maintain a confidential system for personnel records for all school employees in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, and promotion.
12. Maintain current and historical databases for personnel records.
13. Prepare and maintain all school position job descriptions in a consistent format and work with the Human Resources Manager and department supervisors to ensure that employees know and understand the duties and expectations of their jobs.

14. Work with the Human Resources Manager to implement the staff evaluation process, and receive and file evaluations from department supervisors.
15. Advise the Human Resources Manager regarding all matters that involve conflict between employees.
16. Assist in the development of Human Resources policies and regulations.
17. Maintain and follow Human Resources policies, regulations and procedures related to the function, rights and responsibilities of all staff.
18. Ensure that all staff members are aware of the Human Resources policies and regulations, and that employees have access to the Handbooks when needed.
19. Work to improve communication, cooperation and planning in the Human Resources Office.
20. Certify eligibility of employees for the school health and dental plans and registration of employees in medical plans.
21. Liaise with medical insurance providers, both local and overseas, to register new employees, withdraw resigning employees, and provide assistance in solving problem claims.
22. Assist with solving problem medical claims.
23. Maintain current and historical databases for employee attendance records.
24. Assist with the preparation and submission of applications for renewal of work, study and accompanying permits to the Department of Home Affairs.
25. Prepare and distribute annual Employment Agreements.
26. Assist in obtaining quotes for annual home leave airfare and payment of same.
27. Assist overseas employees (shipping, demobilization, airfare, etc.) as they demobilize from South Africa.
28. Assist with transitional support for new overseas hire teachers (housing, orientation, obtaining vehicles, shipping, air travel, settling in allowance, etc.)
29. Assist in the preparation of new houses for occupation, including maintenance, cleaning and furniture.
30. Assist in the preparation of new staff housing kits, including linens, crockery, cutlery, pots and pans, etc.
31. Assist in the organization and conduction of new staff orientation.
32. Assist in preparation for annual recognition of Support Services Staff appreciation.
33. Preparation of Verification of Employment letters as required.
34. Assist in the arrangements that need to be made for any maintenance related issues at any of the properties leased by the School for overseas staff.
35. Maintain an accurate record of all properties leased by the School for overseas staff.
36. Provide switchboard coverage and act as School Receptionist in the absence of the regular Receptionist.
37. Be familiar with and keep updated on Labor Law regulations and Basic Conditions of Employment regulations.
38. Maintain the HR database of employee information.
39. Use discretion and maintain confidentiality at all times.
40. Any other duties as may be assigned by the School Director or the Human Resources Manager.

SCHOOL HOURS 7:30 am to 4:00 pm Monday, through Friday.

CONTACT For more information, contact Rhonda Russ, Human Resources Manager at russ@aisj-jhb.com. All interested candidates are to submit their CV together with a letter of interest to recruitment@aisj-jhb.com, for the attention of Rhonda Russ.