

<b>Job Title</b>	Human Resources Administrator (HR)
<b>Division</b>	Hospital
<b>Location</b>	Hoedspruit Private Hospital
<b>Reporting Structure</b>	Hospital Manager

### Job Summary

As the HR Administrator at Hoedspruit Private Hospital, you will be responsible for providing administrative support to the Human Resources department. Your role will involve assisting with various HR tasks, maintaining employee records, coordinating recruitment activities, and ensuring compliance with HR policies and procedures.

### Requirements

- Strong organizational and administrative skills.
- Excellent communication and interpersonal abilities.
- Attention to detail and accuracy in data management.
- Ability to maintain confidentiality and handle sensitive information.
- Proficiency in Microsoft Office Suite and HR software.
- Knowledge of HR principles, practices, and regulations.
- Ability to prioritize tasks and manage time effectively.
- Willingness to learn and adapt to new processes and procedures.

### Qualifications

- High school diploma or equivalent.
- A degree or certification in Human Resources or related field.

### Experience

- Previous experience in an administrative role, preferably in HR or a related field, is advantageous but not required.
- Familiarity with HR processes such as recruitment, on-boarding, and employee record management is a plus.

### Responsibilities

- Assist with the recruitment process, including job postings, scheduling interviews, and coordinating candidate communications.
- Maintain employee records, including personnel files, attendance records, and HR databases.
- Process employee documentation, such as new hire paperwork, employment contracts, and change requests.
- Assist with the on-boarding process for new employees, including orientation sessions and training coordination.
- Coordinate employee benefits administration, including enrollment, changes, and inquiries.
- Respond to employee inquiries regarding HR policies, procedures, and benefits.
- Assist with HR projects and initiatives, such as employee engagement surveys, performance evaluations, and training programs.
- Prepare HR-related reports and presentations as needed.
- Assist with HR compliance efforts, including maintaining knowledge of relevant laws and regulations and ensuring policy adherence.
- Coordinate employee events and activities to promote employee morale and engagement.
- Provide administrative support to the HR team, including scheduling meetings, managing correspondence, and maintaining office supplies.
- Collaborate with other departments to support HR-related initiatives and activities.

### Company needs

As the HR Administrator, you will play a vital role in supporting the Human Resources department and contributing to the overall success of Hoedspruit Private Hospital. The company needs someone who is organized, detail-oriented, and committed to maintaining HR processes efficiently. Your ability to handle confidential information with discretion and professionalism will be essential in building trust with employees and ensuring compliance with HR policies and regulations. Your role is critical in helping the hospital attract, retain, and support its workforce in delivering quality healthcare services.

### **Hoedspruit Private Hospital is an equal opportunity employer.**

The Company's approved Employment Equity Plan and targets will be considered as part of the recruitment process aligned to the Company's Employment Equity strategy.

Interested candidates who meet the above criteria are requested to e-mail a detailed CV to [careers@hphospital.co.za](mailto:careers@hphospital.co.za)

### **Please Note:**

By applying for this position and providing us with your CV and other personal information, you are consenting to the information being processed for possible recruitment and selection purposes only or for such purpose relating to assessing the establishment of an employment relationship with yourself, and this will be done in accordance with the applicable data protection and privacy legislation. We confirm that such information will not be used for any other purpose without your prior consent.

Kindly note that only shortlisted candidates will be contacted. Applicants who have not been contacted within 30 days of the closing date of this advert, should consider their application as unsuccessful.