

Johannesburg, South Africa (Onsite)  
[www.bbb.co.za](http://www.bbb.co.za)



### WHO WE ARE AND WHAT WE DO (OUR PURPOSE)...

Botle Buhle Brands has been in the business of changing the lives of many since 1998, empowering people to earn a sustainable income and to create similar opportunities for those around them.

A place where meaningful work and empowering people to grow to their fullest potential is at the heart of everything we do. With our own fragrance (or what some might define as culture), which includes a diverse mix of beautifully unique personalities who all contribute to our purpose.



### WE ARE LOOKING FOR...

An energetic and compassionate People Administrator to provide co-ordination and administrative support to the People Department, and is eager to grow within the department.



### WHAT YOU'LL GET THE OPPORTUNITY TO DO...

Opportunity to assist in encouraging and supporting the employees of the business, to empower them to grow to their fullest potential.

You will also get the opportunity to:

- Assist with monthly people administration, that is, handout of payslips and staff supplies
- Compilation and co-ordination and management of monthly staff registers
- Process and manage the leave applications and records of all personnel and ensure that the information is sent to payroll timeously
- Ensure that the personnel filing system and all other Personnel records are maintained and updated
- Assist with the co-ordination and administration of internal messages, for example, welcomes, birthdays, promotions, etc.
- Assist with the co-ordination and administration of the recruitment process, including bookings, interviewing and regrets
- Manage and facilitate the onboarding process, including preparation of all documentation for new employees is completed correctly, sent to payroll timeously and prepared for filing
- Facilitate training for Induction, H&S and Covid protocols
- Co-ordinate and ensure all feedback sessions are completed, may be requested to facilitate feedback sessions when required
- Assist with all administration relating to training and development
- Assist with the co-ordination and administration related to growing and rewarding our people

- Assist with co-ordination and administration of Health & Safety
- Liaise with SHEQ representatives and monitor injuries on duty
- Assist with administration of Policies and Procedures
- Assist with the administration of the Job Descriptions
- Administration support for all People Initiatives and Projects, i.e., Job Evaluations, Job Descriptions, POPI
- Foreign nationals: update and manage the permit record spreadsheet and ensure that the correct procedures are followed with regards to the renewals
- Liaison for any People related queries
- Any other admin duties that may be required for the efficient running of the People department



## YOUR EXPERIENCE AND QUALIFICATIONS SHOULD INCLUDE...

- BCom HR Degree or relevant qualification
- High proficiency in Microsoft Office
- 2 or more years in a similar position
- Knowledge of relevant legislation, policies and procedures
- Valid code 8 driver's License (preferable)



## YOUR SKILLS & ATTRIBUTES SHOULD INCLUDE...

- High ethical standards
- Excellent communication and interpersonal skills
- Able to maintain employee and business information in the strictest of confidence
- Great attention to detail
- Functional under pressure and maintains a positive attitude
- Holds yourself and others accountable
- Ability to meet deadlines and collaborate with a team
- High level of organizational skills



## JOIN US...

- You can apply by sending your CV via email to [people@bbb.co.za](mailto:people@bbb.co.za)

OR

- Apply directly by visiting our website ([bbb.co.za/careers](http://bbb.co.za/careers))