



People (HR) Administrator

SINGITA KRUGER NATIONAL PARK

Key Responsibilities

The main purpose of the Relief People (HR) Administrator is to support the People Manager in implementing the people strategy and the effective management of people -related activities. Report to the People Manager and General Manager. All roles at Singita may be required to perform other tasks as reasonably requested from time to time and as required by the business and/or operation. Singita fosters a culture of collaboration, and with this support of the multi-skilling of staff.

- Manage the department responsibilities while the People Manager is away.
- Provide support and guidance to members of the management team to better enable them to manage according to Singita's vision, mission, and values, and in accordance with the company's policies and procedures.
- Responsible for Core (Jnr) personnel administration & payroll.
- Facilitating and encouraging Training and Development of employees.
- Assist with Industrial Relations matters.
- Data capturing and Reporting.
- Facilitating staff welfare and employee health & wellness.
- Assist with recruitment and onboarding.
- Coordinating and ordering employee equipment and housing.
- Provide ad hoc support to staff.
- Managing and completing general administration.
- Assist with the ordering, coordination and issuing of staff wardrobe items.

Key Responsibilities

- Actively contribute to Singita's sustainability programmes and Wellness projects and initiatives.
- Encourage staff commitment and involvement in community development projects.

Skills & Experience

- HR Qualification is preferable.
- Experience in HR.
- Hospitality Background is preferable.
- Experience in recruitment and onboarding.
- Experience in HR-related administration.
- Sound knowledge of labour law and disciplinary procedures.
- Passionate about staff and the local community needs.
- Personal values that include fairness, integrity, ability in being non-judgmental; and being able to maintain confidentiality of information.
- Discretion and patience.
- Empathetic in nature with a real concern and care for others.
- Ability to work independently.
- Accuracy and attention to detail.
- Good interpersonal and communication skills (verbal and written).
- Good English communication skills
- Understanding and managing computer systems in particular MS Word and Excel as well as Sage VIP.
- Valid driver's licence
- Nationality or valid working visa.

To apply email your CV to SKNPcareers@singita.com or visit:

www.singita.com/about/careers