



**ALPLA PACKAGING SA (PTY) LTD**

Johannesburg / Gauteng / South Africa / Human Resources / Internship



Apply

## HR INTERN ( 12 MONTHS FIXED TERM)

### WHAT YOU WILL ENJOY DOING

- Hand over and receive back access control cards for new employees and terminated employees
- Register new employees and retire terminated employees in fingerprint/access system, IT account de-activation
- Monitor and follow-up on daily employees' attendance and communicate the findings to the department managers
- Updating and maintaining employee records and filing
- Preparing and amending where necessary HR documents, i.e. employment contracts
- Communicating with external partners, ie recruitment agencies
- Reporting regularly on HR metrics, such as company turnover, new employees and terminations
- Being the first point of contact for employees on any HR related queries
- Assisting with payroll by providing the department with relevant employee information
- Helping with various arrangements internally, from travel to processing employee expenses
- Responsible for updating training records (training matrix, ATR) and filing of training registers
- Responsible for full recruitment process of internal blue-collar workers (packers, cleaners, warehouse inspectors etc.) and coordinating all the technical induction for new hires
- Support HRBP's in resignation / withdrawal process and make sure that exit checklist is completed for all employees, handover final checklist to HR Administrator after completing all necessary checks.
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### WHAT MAKES YOU GREAT

- 1-2 years proven work experience in personnel administration within a manufacturing company and/or Bachelor's Degree in Human Resources, Administration or Law
- Excellent Microsoft office skills
- Experience in organizing and prioritizing a busy workload
- High degree of accuracy and attention to detail
- Good communication skills with the ability to build effective working relationships with colleagues and customers.
- Experience of using an HR database or system
- Excellent verbal and written communication skills in business English language

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### CONTACT

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[Directions](#)



**About ALPLA**

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**Career level**

Pupil  
Student  
Young professional  
Experienced professional

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