



VACANCY

Fouriesburg Area, Free State

FARMING HR & PAYROLL ADMINISTRATIVE CLERK

Key Responsibilities:

- Process and manage payroll accurately and timeously
- Maintain employee records and HR files
- Assist with recruitment, onboarding, and employment documentation
- Capture and update leave, attendance, and timesheets
- Prepare employment contracts, letters, and HR documentation
- Handle payroll queries and basic HR-related employee queries
- Ensure compliance with labour legislation and company policies
- Support general administrative duties within the office

Stable, full-time position

Requirements:

- Previous experience in payroll and/or HR administration
- Speak and understand Sotho (advantageous)
- Strong computer skills (MS Excel, payroll systems, and general office software)
- Good understanding of labour laws and HR processes (advantageous)
- High level of accuracy and attention to detail
- Strong organisational and time management skills
- Ability to maintain confidentiality and handle sensitive information
- Good communication skills
- Relevant HR or administration qualification (advantageous)
- Valid driver's license and own reliable transport (essential)

Competitive salary (experience-related)

Apply via our website: www.bloukruin.co.za