



## Human Resources Assistant

### Job Specification

Stor-Age Property REIT Limited ("Stor-Age") is the leading and largest self storage property fund and brand in South Africa.

Focused on the fast growing self storage sector, a niche sub-sector of the broader commercial property market, Stor-Age develops, acquires and manages high profile self storage properties.

Listed on the JSE and Sunday Times top 100 companies, Stor-Age now seeks to appoint a **HR Assistant** who will assist in the delivery of an efficient, effective Human Resources function in support of the Company's strategic goals and annual objectives aligned with our:

- Core values of Excellence, Sustainability, Relevance and Integrity.
- Standard operating policies and procedures.
- HR policies and procedures.
- Occupational health and safety requirements.
- Employee relations legislation.

**The successful candidate will assist the Head of People fulfil the HR responsibilities of the Company by:**

- Assisting with the recruitment and selection process
- Preparing records and documentation for Industrial Relations issues
- Ensuring employee personal files are complete and records are kept up-to date
- Attending to human resource information system administration
- Maintaining an error free MSH fortnightly wage payroll

**To effectively perform the duties required for the position, candidates must be able to demonstrate or provide proof of:**

- Tertiary qualification (Degree or Diploma) in Human Resources or related social sciences
- Experience in administration and adherence to systems, policies and procedures
- Excellent interpersonal and communication skills in English
- IT literate (Microsoft Office, Outlook, email)
- Ability to maintain absolute confidentiality working with sensitive personal employee information
- Professional in appearance, attitude and work ethic
- Experience with Human Resource Information Systems (HRIS) / Human Resource Management Systems (HRMS) will be an added advantage.

**Behavioural Attributes:**

- Must be organised, dependable and resourceful
- Efficient, accurate and pay attention to detail
- Possess excellent problem solving skills
- Responsive, service and solution orientated
- Approachable, open, clear and confident communicator

Submit your CV together with a motivational letter to [recruitment@stor-age.co.za](mailto:recruitment@stor-age.co.za).

If you do not receive a response within 2 weeks of submitting your application please regard your application as unsuccessful.