



Pay & Benefits Specialist

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 **Pay & Benefits Specialist** who will coordinate and facilitate the company's pay and benefit programmes 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:

- Maintaining an effective Human Resource Information and Payroll System (currently HRLink)
- Coordinating Employee Benefits
- The administration of the recruitment and selection process.
- Preparing records and documentation for reporting and Employee Relations purposes.

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

- A tertiary qualification (Degree or Diploma) in Human Resources or related social sciences
- At least five (5) years' experience working with SAP / Sage / VIP / QuickBooks / any other relevant payroll system
- At least five (5) years' experience working with Human Resource Information Systems (HRIS) / Human Resource Management Systems (HRMS).
- A reasonable understanding of individual and payroll taxes.
- Experience in administration and adherence to systems, policies and procedures
- Excellent interpersonal and communication skills in English
- IT literate (Microsoft Office)

- Ability to maintain absolute confidentiality working with sensitive personal employee information
- Professional in appearance, attitude and work ethic

Personal Qualities

- 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.

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