

INTERNAL VACANCY

REF. NO. : ROSTER CLERK
DIVISION : GUARDING – EAST LONDON
POSITION : ROSTER CLERK
CLOSING DATE : 02 MAY 2025

An Internal Vacancy exists for a **Roster Clerk** in the **Guarding Division** based in **East London**.

The suitable candidate's main responsibilities and duties include, but are not limited to, the following:

- ✚ Capture security officer rosters;
- ✚ Capture site time sheets, print and distribute;
- ✚ WFM roster reports and site requirement changes;
- ✚ Completion of Ad hoc and permanent contracts;
- ✚ Process pay queries and submit to wage department;
- ✚ Ensure employee files are up to date and in order;
- ✚ Generate reports;
- ✚ Costing of quotes;
- ✚ Management of Applications and Terminations;
- ✚ Management of HR functions;

Preferred qualifications/attributes/skills:

- ✚ Grade 12 (Matric) qualification;
- ✚ Relevant experience in HR administration and rosters would be an advantage;
- ✚ A working knowledge of MS Office;
- ✚ Excellent written & verbal communication skills;
- ✚ Bilingual (English and any other South African language);
- ✚ Must be medically fit;
- ✚ Must be able to work independently, under pressure and meet deadlines;
- ✚ Good telephone etiquette
- ✚ Clean disciplinary, criminal and credit record;
- ✚ Own transport and accommodation;

Interested candidates to E-mail CV and Internal Application form to internalcv@proteacoin.co.za
Employment consideration will be in accordance with the Employment Equity Act requirements
Should you not hear from us within 14 days after closing date, your application should be considered unsuccessful

CEO: C Diavastos
MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe