
Yebo Fresh is an award-winning online shopping service delivering popular groceries focusing on South Africa's townships. We serve township families, NGO's, schools/ ECDs and township businesses such as spaza's and fast food restaurants.

Now Hiring: People Operations Coordinator

Key Role Responsibilities and Duties:

- Support all internal and external people management related inquiries or requests.
- Maintain digital and electronic records of employees.
- Assist with the recruitment process by identifying candidates, scheduling interviews, performing reference checks and issuing employment contracts.
- Assist operations managers with daily, weekly and monthly contract staffing levels.
- Coordinate contract staff attendance.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Co-develop new/ improve existing people policies
- Assist with organisation design decisions
- Assist with performance management procedures.
- Produce and submit reports on general people management activity.
- Process payroll data and resolve any payroll errors with Finance.
- Complete termination paperwork and exit interviews.
- Keep up-to-date with the latest people management trends and best practice.

Note: This role will initially report to the COO and transfer to the CEO in coming months

Skills needed to fulfill the role:

- Related tertiary qualification
- Minimum of 3 years of people management experience (HR/recruitment)
- Reliable and accurate.
- Ability to multitask and acclimatize in a fast-paced environment.
- Great organizational and time management skills.
- Outstanding administrative and communication skills.
- Remarkable conflict management and decision-making skills.
- A solid understanding of employee relationships, staffing management, and payroll administration.

Personal Responsibilities:

Every employee is expected to themselves according to the Yebo Fresh ways of working. This include (but are not limited to):

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- *We care* - for the customer, for each other and for the communities that we serve.
 - *We give 100%* - showing up on time, being present, going the extra mile
 - *We make opportunities*: we are entrepreneurs, we see possibilities and realise them, even when challenging
 - *We get better every day... together* - we strive for continuous improvement, accept that we may make mistakes and learn, and work as a team to grow as individuals and as a company

Contract Type: 3 Month Employment Contract with a 1-months probationary period, with a possibility of becoming permanent.

Compensation: R18K - R22K per month

How to Apply: Send an email to jobs@yebofresh.co.za with:

1. the "People Operations Coordinator" as subject
2. the body of the email explaining why you think you are suitable for this *specific* role
3. attached CV in PDF or Word document format

Failure to do the three items above will immediately disqualify you from the role.