

We're hiring Timekeepers for the upcoming shutdown campaign in Secunda

If you have experience in Timekeeping and are looking to be a part of a team of champions email your CV to:

secunda.recruitment@arex.africa

Requirements

- ^ Must be proactive, pay attention to detail, a team player, have good communication skills and able to follow procedures
- ^ Knowledge of Main Agreement (S.E.I.F.S.A and MEIBC)
- ^ Excellent understanding of allocation and deduction of employee hours
- ^ Knowledge of biometric time and attendance systems
- ^ Experience in related timekeeping role, DFL & IFL timesheets
- ^ Generating manpower reports
- ^ Advanced knowledge of MS Excel

Closing date 13th July 2022

At Aurex Constructors our people are our business
Our people matter