



HUMAN RESOURCES EXECUTIVE – CAPE TOWN

Spark ATM Systems is South Africa's premier independent ATM deployer installing convenience ATM's into shopping centre, retail, petroleum, leisure and hospitality locations countrywide. The Company is owned by Cardtronics plc, the world's leading ATM deployer operational in 10 countries and listed on the Nasdaq Stock Exchange (CATM) in the USA.

The company seeks a dynamic and competent Human Resources Executive who wants to be part of a dynamic and fast-paced work environment. Based in Paarden Eiland, the successful candidate will be responsible for the full HR function at the company.

The ideal candidate for this position is passionate about people, professional, reliable and trustworthy. The candidate must have a great attitude, be friendly and have a strong work ethic. The successful candidate should have a vibrant and strong personality and possess excellent verbal and written communication skills.

RESPONSIBILITIES & KEY PERFORMANCE AREAS

- Design and implement compensation and benefit packages aligned with the company strategy and best practice
- Design and implement performance review procedures - including quarterly/annual and 360° evaluations. Ensure integration into career management systems and succession planning
- Develop appropriate and fair HR policies and ensure employees understand and comply with them
- Implement effective sourcing, screening and interviewing techniques to secure the best talent for Spark ATM Systems
- Design, implement and maintain structures and systems to assess training needs and coordinate learning and development initiatives for all employees
- Monitor and manage the HR department's training and recruitment budget
- Act as the point of contact regarding all labour legislation issues
- Manage employees' grievances through a well-defined, consistent, and fair process
- Review current HR technology and recommend more effective software (including HRIS and ATS)
- Measure and maintain employee retention and turnover rates
- Oversee daily operations of the HR department

PROFESSIONAL REQUIREMENTS

- Relevant tertiary degree is required – post graduate degree advantageous

Spark ATM Systems (Pty) Ltd

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Company Registration Number: 2005/030567/07
VAT Number: 401 022 4790

Directors:

M Sternberg, R Berman, M Terry (UK), W Davies (UK), D Bolton (UK)

- Minimum 5 years' work experience in a HR Senior Manager or Executive role
- Excellent administration skills, including a high level of MS Office proficiency
- Solid understanding of labour legislation and its practical implications, including EE, BCEA, LRA, SDA, SDLA, OHSA and BBBEE

COMPETENCIES:

- A great 'do whatever it takes' attitude
- Attention to detail and high degree of accuracy
- Responsible, reliable, work systematically and have a high degree of personal integrity
- Professional verbal and written communications skills
- Follow procedures with a structured approach to problem-solving
- Be neat, orderly, organised and self-motivated
- Ability to manage your own time effectively and respond positively to different situations

The company is offering a competitive salary and benefits, rewarding work environment and exciting career growth opportunities for the right candidate. Remuneration is negotiable depending on your skills and experience.

Interested parties should email a concise CV and covering letter, outlining why you feel that you are suited to the position, with the subject line: HRE1020 and your name to jobs@sparkatm.co.za.

If you do not hear from us within 14 days from date of application, please regard your application as unsuccessful. Only short-listed candidates will be contacted.

For more information visit www.sparkatm.co.za.