

**Role:** Human Resource Apprentice

**Industry Type:** Supply Chain Software and Implementation Services

**Experience:** 0 -1 Year

**Employment Type:** Full-time, 1-year contract with an opportunity for full-time employment

**Location:** South Africa

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### **Role Summary:**

We are looking for a dedicated HR Professional with 0 -1 year of experience to join our core Human Resources team in South Africa. The candidate must be a creative thinker with the ability to align the needs of employees with the goals and mission of the organization. Committed to building a productive and promote an open-door policy with the ability to communicate to all staff level. If your 1-year apprenticeship is deemed successful, permanent position will be offered.

### **Location:**

As this is a remote role, we will consider applicants from all over South Africa as you will be comfortably set up to work from anywhere in the country. However, in-office work is available to applicants as needed.

### **Desired Candidate Profile:**

The ideal candidate needs to have a bachelor's degree in human resources management or business administration. They should be detail-oriented, organized, and possess excellent communication skills. The candidate should also be proactive, adaptable, and able to work independently as well as in a team environment. A passion for helping others and maintaining confidentiality is essential.

### **Role Responsibilities and Functions:**

- Support the HR team in various administrative tasks, including filling, data entry, and document preparation.
- Help coordinate employee training and development initiatives.
- Maintain employee records and update HR databases.
- Assist in the preparation of HR policies and procedures.
- Support employee engagement activities and initiatives.
- Assist with benefits administration and leave management.

- Collaborate with other departments to ensure HR processes are aligned with organizational goals.
- Stay updated on employment laws and regulations.
- Deliver clear, informative, and appropriate responses to colleagues and customers through various mediums, including email, telephone, and collaboration tools like MS Teams or nTask.

#### **Job Requirements:**

- Bachelor's degree in human resources management or business administration or equivalent.
- 0 - 1 years of experience in HR or a related field (experience gained through internships or part-time roles will be considered).
- Basic understanding of HR principles and processes.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite.
- Ability to maintain confidentiality and handle sensitive information.
- Detail-oriented with a high level of accuracy.
- Ability to work independently and collaboratively.
- Proactive and adaptable to change.
- Knowledge of South African labour laws and regulations added advantage.
- HR certification or enrolment in an HR-related program preferred.

#### **About iWMS:**

iWMS is a Global company and an expert in critical supply chain and eCommerce fulfilment solutions. We specialise in Körber Supply Chain warehouse management system implementation, integrations, system health checks, support, and diagnosis.

We proactively seek complex and dynamic opportunities to serve our customers' needs with WMS solutions to streamline and grow their business and supply chain operations. We are a company that prides itself on delivering excellence to all our stakeholders and becoming trusted advisors for everybody with whom we engage. At iWMS, we value hard work, attention to detail, and a willingness to learn. We have created a safe, supportive, and

progressive environment and culture that has been shaped by our core values of ownership, respect, pride, passion, and candour!

### **Why you should join the iWMS team!**

You will be a part of our **ACCELERATE** programme - our Youth Empowerment Programme aimed at addressing the issue of youth unemployment in South Africa. Through this structured programme, we will provide you with the foundation you need to build a fruitful and exciting career. You will receive the training, mentorship, and exposure required to accelerate your skills, experience, and future!



### **Other reasons to kick-start your career with iWMS:**

- We are a fast-growing company with a worldwide presence and customer base.
- We deliver excellence to customers from different industries worldwide – projects provide you with diversity, challenges, and excitement.
- Work flexibility - we have mastered remote working and collaboration.
- Our teams are experienced, skilled, supportive, and driven to deliver excellence.
- Diversity – you will have the opportunity to work with different iWMS teams from around the globe (India, USA, Canada, and South Africa)
- We commit to advancing your skills based on your personal career goals.
- You will receive strong leadership, mentorship, training, and support to ensure your success and growth.
- We are more than just a company – we are a collaborative community committed to delivering excellence and becoming trusted partners for everybody with whom we engage.
- You will be in a safe and supportive working environment built on the foundation of respect, pride, passion, ownership, and candour.
- We offer appropriate industry training, salaries, and benefits.

- If your 1-year apprenticeship is deemed successful, a full-time position will be offered.

If you are a young professional looking to further your skills, experience, and future, then we look forward to receiving your CV at [Jobs@iwmsglobal.com](mailto:Jobs@iwmsglobal.com)