

ROLE PROFILE	
Role Title	PAYROLL SYSTEMS MANAGER – HEAD OFFICE DURBAN
Department	HUMAN RESOURCES
Reporting Structure	GROUP HUMAN RESOURCES MANAGER
Closing Date	24TH JANUARY 2020
ROLE SUMMARY	
<p>The incumbent will be responsible to work with internal and external stakeholders across the group to ensure accuracy and reliability of HR and Payroll Systems, processes and data. Additional responsibilities include executing configuration changes to the HR Payroll, timekeeping, scheduling and tracking systems.</p>	
SKILLS PROFILE	
EDUCATION	
<ul style="list-style-type: none"> • Relevant NQF Level 5 	
WORK EXPERIENCE	
<ul style="list-style-type: none"> • Working experience in private healthcare will be advantageous • Prior experience with Kronos Management Systems, Payroll, Timekeeping and scheduling system is required. • Working experience on SAP will be advantageous. • Proficiency in excel and reporting applications is essential. 	
SKILLS	
<ul style="list-style-type: none"> • Proficiency in SAP Systems • Strong analytical and problem-solving skills. • Attention to detail. • Fluent communication in English • Ability to provide outstanding customer service, coaching and support. 	
APPLICATION PROCESS	
<p align="center">BUSAMED IS AN EQUAL OPPORTUNITY EMPLOYER</p> <p>The Company's Employment Equity plan and targets will be considered as part of the recruitment process aligned to the Group's Employment Equity strategy. Busamed actively supports the recruitment of people with disabilities.</p> <p><i>Interested candidates who meet the above criteria are requested to e-mail a detailed CV to careers@busamed.co.za before the closing date cited above. Should you not hear from us by the 29th February 2020, please consider your application unsuccessful.</i></p>	