



**Mbuyelo Mining Contractors (Pty) Ltd**  
a subsidiary of Mbuyelo Group (Pty) Ltd

## Payroll Intern -12 Months Contract

ROLE PROFILE			
<b>Group Function/ Business Unit</b>	Mbuyelo Group	<b>Operation</b>	Mbuyelo Mining Contractors
<b>Department</b>	Finance	<b>Reference</b>	MMC/LRN001
<b>Discipline</b>	HR Learning and development	<b>Job Grading</b>	NG
<b>Location</b>	Meyersdal-JHB	<b>Date</b>	29 March 2023
ROLE SUMMARY			
<p>To support Payroll Department with processing documentation such as medical aid, pension fund, maintaining accurate payroll records, executing accurate payroll payments and ensuring compliance with all relevant legislation.</p>			
REQUIREMENTS			
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Grade 12</li><li>• National Diploma/Degree – Payroll or related qualification</li><li>• Proficiency in Microsoft office</li><li>• VIP knowledge – advantageous</li></ul>		
<b>Behavioural Attributes and Skills</b>	<ul style="list-style-type: none"><li>• Enthusiastic about learning</li><li>• Excellent problem-solving skills</li><li>• Accuracy and attention to detail</li><li>• Excellent verbal and written communication skills</li><li>• Efficient in process documentation and record-keeping</li><li>• Self-driven</li></ul>		
<b>Additional Information</b>	<ul style="list-style-type: none"><li>• Appointment will be made in line with the Employment Equity consideration.</li><li>• If you have not heard from us in 21 working days, please consider your application as unsuccessful</li></ul>		
<b>Contact details</b>	<ul style="list-style-type: none"><li>• E-mail applications with reference number MMC/LRN001 to <a href="mailto:hr.mmc@mbuyelo.com">hr.mmc@mbuyelo.com</a></li></ul>		
<b>Closing Date</b>	<ul style="list-style-type: none"><li>• The closing date for applications: <b>14 April 2023</b></li></ul>		