

VACANCY BULLETIN: STC 04/2025
METROPOLITAN TRADING COMPANY
SHORT-TERM CONTRACT EMPLOYMENT - (STC)

Metro Trading Company has the following short-term contract opportunities for a period NOT exceeding Twelve (12) months



Department: Metropolitan Trading Company (MTC)
Position: Agent (HR)
Salary Range: Market-Related
Division or Cluster: Office of the Chief Executive Officer (CEO)
Workplace: Braampark

Educational Requirements and Experience

- Matric
- Bachelor's degree in human resources, Business Administration, or a related field (NQF Level 7)
- 1-3 Years experience in a Human resource environment
- Basic understanding of all relevant legislations
- A valid driver's license.

Short Detailed Job Description:

- Provide accurate and timely responses to employee questions regarding HR policies, benefits, payroll, onboarding, and other HR-related matters.
- Resolve issues ranging from simple to complex by applying knowledge of HR policies and procedure.
- Process and maintain personnel records in HR systems, ensuring data accuracy and compliance with company policies.
- Handle transactions related to employee benefits, leaves of absence, and employment verification requests.
- Identify and escalate complex inquiries to the appropriate HR representatives when necessary.
- Monitor and report on HR service center activities and transaction data to identify trends and support service improvement.
- Perform other ad hoc duties as required.

A comprehensive CV, certified matric certificate and certified ID copy should be emailed hr16@mtc.joburg.org.za

In terms of MTC's Talent Acquisition Policy, you are hereby consent to the following integrity checks should your application be shortlisted.

- Credit Record
- CV Validation and;
- Employment record verification
- Criminal check and;
- Identity document validation
- Qualification / Academic records

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CLOSING DATE: 24 July 2025

**CELANI MATHENJWA
CORPORATE STRATEGY AND REPORTING EXECUTIVE (ACTING)
METROPOLITAN TRADING COMPANY**


