

Position: Human Capital Administrator
Business Unit: Barons
Location: Western Cape
Reporting to: Human Capital Manager



Overview: Job purpose and deliverables

NMI is seeking a detail-oriented and proactive **Human Capital Administrator** to join our team. This role is essential in supporting daily Human Capital operations and ensuring smooth and efficient management of employee related processes.

Purpose of the role: The core purpose of the role is to support the implementation of HC operations within the relevant Business Unit in accordance with company policies and procedures. The role requires the incumbent to work in an administrative capacity closely with the HC Managers, Payroll, Finance and Operations.

Key deliverables and outputs:

- Responsible for all allocated HR / Salary responsibilities,
- Maintain all staff personnel files and ensure regular updates of all / relevant HR documentation,
- Ensure all leave forms are captured & sick claims checked and submitted to the motor industry council,
- Preparation and distribution of various reports including leave/sick leave reports
- Assisting with compilation with monthly training information relating skills development and employment equity
- Ad hoc duties and general assistance with various salary related issues including workmen's compensation claims, staff requests i.r.o pension; medical aid; bank detail changes; status changes; beneficiary's etc.
- In conjunction with the NMI Academy, monitor scheduled training interventions (including annual / new employee inductions and required refresher training) according to company policies and procedures.
- General admin duties
- Organograms

Overview: Essential individual competencies to be successful in the job

Academic qualifications:

- Matric Certificate
- Unendorsed driver's license
- Human Capital Diploma

Work experience:

Essential:

- 3-5 years in Motor Industry in same or similar position
- Proven track record with contactable references

Knowledge and Skills:

Essential:

- Computer Literacy: Excel and MS Word,
- Statutory law / regulations BCEA / MIBCO, WCA
- General Personnel; Salaries; Office Administration essential
- Tertiary Education in HR / Personnel / Salaries
- Understanding of Sage People 300

Behavioural Attributes:

- Excellent interpersonal skills,
- Efficient administration,
- Planning, organizing and control,
- Priority and time management.
- Attention to detail

Advantageous:

- Commitment for behaving correctly and ethically
- Professional appearance

Level of Decision-Making

Decision making takes operational trends and business plan into account and generates multiple possibilities that involve trade-offs and juggling of multiple variables (budget, people, technology).

Level of Problem Solving

Problem solving requires specialist and/or highly technical ideas/concepts.

APPLICATIONS MUST BE FORWARDED TO: ON, OR BEFORE: 30 April 2026

Email: Recruitment@nmi.co.za

Please use reference number: Human Capital Administrator Barons Western Cape

Any internal employee who considers this opportunity must inform his/her manager prior to Applying/attending an interview.

Should you not receive a response in 10 days, please consider your application as unsuccessful as Selection will be done in terms of the company's Employment Equity Policy