



We currently have the following position available:

## **GM Assistant & Industrial Relations Officer**

### **Minimum Requirements:**

- National Diploma or Degree in Human Resources/Industrial Relations/Labour Law.
- Minimum of 2 years' practical experience in Industrial Relations.
- Proven experience with disciplinary hearings, grievances and other processes.
- Sound knowledge of SA labour legislation.
- Strong administrative, organisational and time-management skills.
- Excellent written and verbal communication skills.
- The following will be an added advantage:
  - BCom degree from a reputable University
  - Legal background.

### **Key Responsibilities:**

- Providing daily support to the General Manager, including preparing reports, memos, and communications.
- Coordinating meetings, setting agendas, taking minutes, and managing follow-up actions.
- Acting as the point of contact among management, employees, clients and other external stakeholders.
- Managing disciplinary processes from start to finish, including drafting notices, handling grievances, preparing CCMA documents, coordinating hearings, liaising with external IR consultants, ensuring legal compliance, and advising management on labour issues.

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To apply for this position, please send your CV to [celia@tacet.co.za](mailto:celia@tacet.co.za). Applicants must clearly indicate GM Assistant & Industrial Relations Officer in the subject line when submitting their application.

The application closing date is **27 February 2026**. If you are not invited to an interview within two weeks of the closing date, you can assume your application was unsuccessful.

Tacet Transport supports the objective of the Employment Equity Act.

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