

# JOB OPPORTUNITY



## HR COORDINATOR

JOHANNESBURG, SOUTH AFRICA

Are you looking for the next step in your career? Join us and take on new challenges in a dynamic team.

### About UPF

UPF Group is a multinational full-service logistics provider, we cover everything from a few express pallets, up to large industrial transports with high and heavy “over dimensional” cargo. Currently we have 12 offices in 10 countries (Denmark, Finland, Portugal, Mozambique, Angola, Cameroon, Tanzania, Namibia, South Africa and Kenya) and trusted partners and customers worldwide.

We are a fresh company in the project transport market, with a mix of young and experienced staff. Our aim is to expand our team with an Operations Controller to strengthen our operation team.

### Job description

As the HR Coordinator, you will have a great variety of tasks such as, but not limited to:

- **Recruitment and Onboarding** – Manage job postings, screen candidates, coordinate tests/interviews, prepare contracts, handle onboarding, and keep job descriptions updated.
- **HR Administration** – Maintain employee records, support payroll and benefits, and ensure compliance with labour laws and internal policies.
- **Employee Relations** – Serve as HR contact point, lead performance appraisal processes, support HR tools and training, and draft HR communications.
- **Compliance & Reporting** – Support ISO-related documentation, assist with audits and HR reporting, and uphold confidentiality and data protection standards.

### Candidate qualifications

- Excellent written and verbal communication skills in English.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Strong organizational and time-management abilities.
- Experience in HR administration.
- Ability to work collaboratively across departments and regions.

### What you can expect

- A young company with a focus on entrepreneurship and an agile organization chart.
- High level of self-determination and freedom to make decisions in your daily work.
- Long-term career plan.

If you are interested in applying for this position, or have any questions, please reach us at the following:

**Managing Director, UPF Core Services (PTY) Ltd.**  
**Pernille Kristensen**

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