AMANDA GEORGE

Administrative Assistant | Payroll & Office Support

Riviersonderend, 7250, Western Cape
061 704 3311
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PROFESSIONAL SUMMARY

Experienced and reliable administrative professional with over 8 years' experience in payroll administration, office management, compliance documentation, and customer service within agricultural and retail environments. Known for accuracy, discretion, and strong organisational skills. Adaptable, people-oriented, and passionate about administrative and value-adding roles.

CORE SKILLS

- Payroll & Wage Administration
- Compliance & Audit Preparation
- Customer Service & Communication
- Diary & Time Management
- Data Capturing & Record Keeping
- Team Coordination
- Office & Administrative Support
- Problem Solving & Conflict Handling
- Invoice Processing
- Supplier Reconciliations
- Accounts Administration
- Financial Record Keeping
- Microsoft Excel
- Attention to Detail

WORK EXPERIENCE

OudePont Boerdery – Payroll & Human Resources Manager.

June 2026 – Present.

Wage Administration

- Ensured accurate payroll processing for large seasonal workforce
- Daily clocking verification, overtime etc - FCS clocking system.
- Managed sick, annual and compassionate leave records
- Verify & checking ID's and banking details when hire new employees.
- Loading new staff on system.
- Ensure all contracts are signed.
- Handle pay slips queries
- Monthly staff wage clockings rectifications

Payroll Processing & Payroll administration

- Exported payroll data to Crest Payroll software.
- Prepared payroll summaries per pay group
- Processed weekly, fortnightly and maintenance salary payments
- Weekly uploads payments onto the Absa bank online.
- Manage BBV wages for casual staff on their Crest payroll for payments.
- Deductions as require.
- Garnishee orders from staff as require.

HR DEPARTMENT:

- Handle all HR relevant queries.
- UIF documentation processing for requested employees.
- Ensure all workers is getting the minimum wage.
- Manage IOD incidents and payments.
- Employment contracts.
- Induction.
- Handling disciplinary hearings and issuing warnings as needed.

Private Family – Childcare Assistant / Household Support

January 2026 – June 2026

- in a private household environment
- Assisted with feeding routines, bathing, sleep schedules, and general child supervision
- Maintained a clean and organised household environment when possible
- Demonstrated patience, responsibility, time management, and multitasking abilities in a high-care environment

Mandaryn Boerdery – Administrative Assistant
May 2021 – October 2025

Payroll & Wage Administration

- Ensured accurate payroll processing for large seasonal workforce
- Reduced payroll discrepancies through daily clocking verification
- Maintained audit-ready compliance records for Global G.A.P inspections
- Managed sick, annual and compassionate leave records
- Processed overtime and piecework payments during harvesting seasons
- Managed contract issuing, renewals, and staff inductions
- Assisted with pension fund documentation and UIF processes
- Handled Induction training to new employees
- Contracts & Extensions for workers.

Payroll Processing & Finance Support

- Exported payroll data to Crest Payroll Software
- Prepared payroll summaries per pay group
- Processed weekly and monthly salary payments
- Compiled EMP201, UIF, ETI and pension fund schedules
- Managed petty cash and loan accounts

General Administration

- Answered and redirected calls and emails
- Prepared meeting minutes and staff documentation
- Managed supplier orders and invoice allocations (Business Central / NAV codes)
- Coordinated staff medical appointments and IOD documentation

Fleet & Compliance Administration

- Managed vehicle licensing schedules and documentation
- Captured daily vehicle kilometre readings
- Maintained records for vehicle inspections and transport compliance

GLOBAL G.A.P & Compliance Audits

- Prepared and maintained audit documentation
- Coordinated staff training (Health & Safety, First Aid, Chemical Handling, Machinery)
- Managed induction sessions and policy awareness
- Maintained water, soil and chemical inspection records

Fynbloem (Pty) Ltd – Plantation Assistant / Team Leader

November 2017 – May 2021

- Managed employee clock-ins and contracts
- Supervised pieceworkers and quality control processes
- Conducted stock takes and irrigation data capturing
- Coordinated supplier orders and job card issuing
- Supported plantation managers with daily operations

Shell Ultra City – Cashier

April 2017 – July 2017

- Delivered customer service at Point of Sale
- Handled cash accurately and completed daily cash-ups
- Assisted with stock control and product availability

KEY STRENGTHS & ACHIEVEMENTS

- Trusted with confidential payroll and staff data
- Improved employee engagement and morale initiatives

- Recognised for reliability, accuracy and teamwork

REFERENCES

Available on request

Annika Theron 0832341622