



## **HR COORDINATOR ROLE BASED IN CAPE TOWN**

The HR Coordinator will play a significant role in the support of; the recruitment process, facilitating a seamless onboarding experience for new employees, and ensuring compliance with South African labour laws. This role also involves assisting managers with performance reviews, and addressing employee benefits and payroll queries. Additionally, the HR Coordinator will be responsible for capturing Standard Operating Procedures (SOPs) to ensure consistency and efficiency in HR processes.

### **The Company**

- Founded 17 years ago, a unique, multi-award winning company with high global reach (clientele and employees).
- The only company to offer a commercial private jet service to the Antarctic continent
- Renowned for their top end luxury and exclusivity
- Extremely complex value chain with extraordinarily high logistical expenses that enable transportation to, and accommodation of guests on the continent.
- Highly seasonal business which results in the need for careful planning in both the high and low seasons.

### **The Role**

#### **1. Human Resources**

- a. Recruitment and onboarding
  - Supporting the full recruitment process, including job postings, CV screening and scheduling interviews.
  - Coordinating new hire onboarding, ensuring completion of necessary documentation.
  - Preparing and distributing offer letters, contracts and induction packs.
- b. HR administration and employee records
  - Maintaining and updating employee records.
  - Ensuring all employee documentation is complete and compliant with company policies and employment laws.
  - Administering employee lifecycle processes (e.g., probation reviews, contract changes and offboarding).
- c. Payroll support
  - Supporting payroll processing by ensuring accurate and timely submission of HR-related payroll data.
  - Employee reporting - coordinate the export of reports
- d. Compliance and policies
  - Assisting in maintaining up-to-date HR policies and procedures.

- Supporting compliance with labour laws and company regulations.
  - Supporting health and safety initiatives, including maintaining records.
- e. Employee relations and engagement
- Supporting the HR team in organising employee engagement activities and events.
  - Assist with the creation and distribution of internal HR communication
  - Assisting in handling employee queries and concerns, escalating issues where necessary.
  - Assisting in coordinating performance management processes, including tracking appraisals and training sessions.
- f. Learning and development
- Supporting training and development initiatives by coordinating sessions, tracking participation and managing training records.
  - Assisting in identifying employee training needs.
  - Experience with Skills Development Legislation (SDL) and Annual Training Reports (ATR).
- g. General HR support
- Providing administrative support for HR projects and initiatives.
  - Acting as the first point of contact for general HR queries.
2. Staff
- a. Season
- Assist in preparing contracts
  - Assist in ensuring comms are sent to Contractors on time
  - Assist with flight scheduling
  - Assist with accommodation arrangements
  - Assist with flight days
  - Assist with general queries
  - Assist with kit fitting during training sessions
  - Assist with transfer arrangements
  - Assist with any other staff-related queries or activities during season
- b. Post season
- Assisting post season recons of kit and uniforms
  - Assist with all contract-end documentation to CPT staff

### **The Person, required Experience and Skills**

- Senior Certificate plus relevant tertiary HR certification
- Proven work experience in an HR Coordination/Administration role - at least 2 years
- Own car and clean drivers' license
- Excellent written and verbal communication skills in English
- Knowledge of Office related responsibilities, IT, equipment, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular – experience with Apple Mac will be advantageous)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills is key
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to initiate improvements

- Excellent communication and coordination skills is essential for this role
- Be adept in identifying issues and solving people's problems
- Proven track record and outstanding ability to ensure accuracy in a fast-paced environment.
- Excellent and proven track record of showing strong attention to detail
- Excellent communication skills (oral and written)
- Able to confidently use computer software (Web-based)
- Able and willing to work outside of normal hours (e.g. nights, weekends during season)
- Has own reliable car and clean drivers' license (not negotiable)
- Preference is given to South African nationals residing in Cape Town
- South African national and based in Cape Town (not negotiable)
- Fluent in English (no negotiable)

#### **General**

- The above outlines the primary responsibilities for the roles/duties, is not exhaustive and may be changed at any time, dependent upon the operational requirements of White Desert Limited and within the parameters of the position; and
- From time to time, the performance of duties outside the sphere of this job description will be required, as and when necessary, dependent upon the operational requirements of White Desert Limited, this includes but is not limited to actively contributing to the daily maintenance of the White Desert Camps and ensuring a standard duty of care.
- In addition, there is an all-embracing expectation that each team member will work collaboratively within the team framework and that each team member is responsible for maintaining a supportive environment in line with the White Desert ethos.

Please send your CV to [Careers@white-desert.com](mailto:Careers@white-desert.com). Include the position you will be applying for in subject line.