**GRACE YOUR HR NEEDS**

Linkedin - [https://www.linkedin.com](https://www.linkedin.com/) Priscilla-Blankenberg

I am the Founder and Director of **Grace your HR needs and** have over fifteen years of experience in multi-faceted HR roles coupled with Payroll Management and Recruitment. I am an expert in matching people with the right role and environment. **Working in many different industries, including Banking, Credit Risk Solutions, Telecommunications, Actuaries and Consultants, NGO’s, Food and Beverage, Engineering and Textiles has helped me understand people, which is one of my key strengths.**  My ability to network and develop relationships has been a key tool to my success. With approximately over ten years of experience managing people and creating a positive work environment, my diverse skill set makes me a well-rounded individual. My business education and background help me identify different business needs and human capital solutions.

***In today’s competitive business environment, organizations must take any advantage they can get. For those seeking an edge, HR outsourcing can be an excellent option—one that comes with plenty of benefits.***

**Expertise and Services**

**Payroll Management**

* Loading new employees on Sage Payroll (Cloud based and other)
* Weekly and monthly input into Sage payroll (Earnings and deductions)
* Generate reports for checking
* Upload bank file into Standard bank for payment
* Releasing of payroll batch
* Ensure EMP 201 uploaded on SARS e-filing and set date for payments before the 7th of each month
* Declare UIF and send to declarations department
* Generate payslips and upload to Employee Self Service.
* For clients without employee self-service, send the payslips to individuals weekly and monthly.
* Liaise with all 3rd parties (provident, pension, medical aid etc) and send reports to consultants and to Finance Manager for payments to be made.
* Save all reports in a folder allocated to payroll for all future audits

**Recruitment (Placement fee for successful candidate is 10%, if not part of the negotiated HR Consulting package)**

* Drawing up job descriptions with the Line Manager
* Advertising vacant positions internally within company and externally via job sites
* Collating and short listing CV’s
* Interviewing short listed candidates
* Checking references of shortlisted candidates

**HR Administration**

* Offer letters to successful candidate
* Drafting appointment letter and ensuring that candidate signs all documentation pertaining to new start before starting date
* Absenteeism management
* Oversee all claims with regards to disability, retirement, death, provident Fund claims and Workman’s Compensation reporting

**Onboarding (Induction)**

* Oversee Induction process of all new employees
* Follow up on employee to ensure successful probationary period

**Training and Development**

* Planning and directing employee development, as well as performance and career management programmes
* Coordinating and sourcing Training programmes as and when required

**Industrial Relations**

* Advise Managers on all IR issues
* Assist with all Grievances within a company
* Chairing all Disciplinary Enquiries

**Employment Equity**

* Reporting on Employment equity stats on behalf of the company

**Skills Development Reporting**

* Ensure that Training is documented monthly for reporting
* Skills Development Facilitator for the company - reporting on ATR and WSP to the relevant Seta

###### Consulting service to management and employees (Package consulting – Total cost to company)

* Benefit consulting i.e., medical aid, Pension, and provident funds
* Coordinating Salary benchmarking excercise

**Other**

* Knowledge of all relevant legislation, i.e., the BCEA, LRA, Employment Equity and Skills Development Act
* Drafting of all HR policies and procedures and ensuring that there is compliance within the company
* Personnel files audit – check relevant documentation is on file and updated to minimise risk when Labour inspectors do onsite visits
* Employee counselling and guidance
* Assisting with Health and Safety in the workplace

**Rates for HR services are available on Assessment of needs within the organisation**