

Kelly Kinder

Contact

065 884 1723

Kellyfkinder@gmail.com

www.linkedin.com/in/kelly-kinder

Location: Johannesburg, South Africa

Nationality: South African

Language(s): English

Gender: Female

Education

Heriot-Watt University

Bachelor's degree, Business Administration · (2012 - 2014)

The Hill High School

Matric Certificate · (2007 - 2011)

Summary

I am an experienced professional skilled in sourcing, research, stakeholder management, presenting with excellent computer literacy (word, excel and outlook), professional and creative written/verbal communication skills. I have obtained a bachelor's degree in business administration from Heriot Watt University through CTI Education Group. I have a proven track record of success in recruitment management and possess excellent analytical and leadership skills.

My current position at Resource Solutions Europe as a vendor recruiter involves the management of external agencies, to source people on behalf of our client – The Lloyds Banking Group UK.

Strong relationship and stakeholder management is an essential part of my role as I successfully drive and manage the process whilst prioritising tasks in a fast-paced recruitment environment.

I believe in career growth and long term development and will thrive in a position that recognises the potential for my transferable skills.

Career History

Company: Resource Solutions Europe <https://www.resourcesolutions.com/>

Length of service: 4 years 11 months

Role: Vendor Recruiter (Fully remote)

Client - Lloyds Banking Group UK (Financial Services)

January 2020 – Present

Responsibilities-

Relationship Management:

- Delivering the end-to-end contingent recruitment process for Lloyds Banking Group
- Managing and hosting vacancy intake sessions (via Teams) with the hiring community to gain a detailed understanding of the candidate and role profile.
- Responsible for proactive sourcing against agreed role profiles, including developing market maps / market intelligence to feed into current and future sourcing strategies.
- Engaging with Hiring Managers to obtain feedback through each stage of the process.
- Acting as a single source of truth for status and progress updates.
- Liaising with the coordination team to ensure a smooth interview management & onboarding process.
- Acting as the interface to HR community / Line Management / Resource Solutions Management
- Facilitating communication channels between line management, the vendor management function, internal recruitment function and the direct recruitment function
- Building and maintaining internal relationships with the client
- Liaising with all levels of management within the client to develop and maintain business plans, recruitment plans and organisational structures.

Recruitment Process Management:

- Managing and reacting efficiently to volume recruitment
- Partnering in recruitment activity and offering added value services
- Providing credible and consultative advice and supporting the client during the entire recruitment lifecycle
- Maintaining the agreed service levels with the client
- Providing regular market information from both internal and external sources
- Acting as a partner to the business to ensure recruitment needs are met in a strategic manner.
- Ensuring appropriate levels of signoff prior to commencing job search
- Working with approved PSL vendors, where needed, and Direct Recruiters to source candidates.
- Arranging agency briefings to enable a more efficient search.
- Managing agency relationships, including performance monitoring
- Managing vendors to source externally and advise on the process throughout the lifecycle.
- Liaising with line managers to ensure feedback is given on all CVs and interviews.

- Managing offer process – including providing up to date salary / rate and market information and comparison data from recent hires in the business area and conducting the offer meeting with the successful candidate.
- Regular market research and data analysis /entry
- Tackling new challenges that arise during the hiring process, often thinking outside the box.
- Discreet and Professional integrity dealing with sensitive recruitment data.

Process and Procedure compliance:

- Ensuring compliance with Service Level Agreement (SLA) targets.
- Ensure compliance with all client policies (including approval systems, compensation policies, e-mail policies, cost management etc.)
- Implementing simple, effective and trackable resourcing, record keeping and administration processes – ensure excel spreadsheet tracker is accurate and up to date at all times.

Application Tracking Systems used :

- Workday

Role: Resourcer

Client - KPMG UK (Audit, Tax and Advisory)

April 2019 - December 2019

Responsibilities-

- Supported KPMG London team with their recruitment mandates by sourcing candidates externally for approved roles, as well as managing all direct applicants from our direct advertising and feeding back to each candidate in a professional and timely manner.

Recruitment Process Management:

- Source candidates via Web advertising, referral, networking, database, candidate portal on client website etc.
- Build, develop and maintain in-house candidate database and workflow products e.g. candidate / job tracking spreadsheet.
- Contact and screen prospective candidates and retain audit trail of contact.
- Review all applicants against agreed screening criteria including key competencies, skills and experience.
- Produce long lists of pre-qualified candidates for the Recruiters to review and shortlist from
- Build proprietary direct talent pools for KPMG gathered with passive candidates.
- Be comfortable managing and reacting efficiently to volume recruitment.
- Retain contact with candidates placed via direct recruitment.
- Provision of regular commentary on direct sourcing activity and candidate pools to assist the Recruiters to manage stakeholder expectations.

- Dial into KPMG Hiring Manager intake meetings, as requested by the Recruiters.
- Ad hoc project work as given by the Operations Manager from time to time.

Process and Procedure Compliance

- Ensuring compliance with Service Level Agreement (SLA) targets
- Ensure compliance with all client policies (including approval systems, compensation policies, e-mail policies etc.)
- Implement simple, effective and trackable resourcing, record keeping and administration processes – ensure ATS is accurate and up to date at all times.
- Be adept at producing and developing regular and meaningful reporting on sourcing activity to both Recruiters and Resource Solutions management.
- *UK based Roles sourced: ServiceNow Platform Manager, ServiceNow Coordinator, Azure Security Consultant, Data Protection Consultant, QA tester, Business Analyst, Technical Programme Manager, KYC Analysts, Configuration Manager, Java Developers, Finance Transformation Managers, Auditors PMO Managers, SQL Engineers*

Job boards used:

- LinkedIn
- Reed
- E financials
- Total Jobs
- Monster

Company: Oliver + MORE <https://www.linkedin.com/company/oliver-moresa>

Length of service: 4 months

Role: Talent Acquisition Advisor (Marketing & Advertising)

June 2018 - September 2018

Responsibilities-

Recruitment Process Management:

- Recruitment coordination
- Setting up interviews
- Telephonic screening
- Headhunting & talent scouting
- Managing Applicant tracking system
- Offering candidates
- *Roles sourced: DTP Operator, Project Manager*

Company: Publicis Groupe Africa (Marketing & Advertising) <https://publicisgroupeafrica.com/>

Length of service: 2 years 9 months

Role: Talent Acquisition Coordinator

October 2016 - June 2018

Responsibilities-**Recruitment Process Management:**

- candidates and match them to job specifications.
- Pro-actively sourcing of candidates via our internal database, referrals, internet, etc.
- Compiling and placement of job adverts
- Interview and screen candidates of all levels for various retail positions as well as Head Office related roles.
- Process verification checks
- Maintain close communication with candidates.
- Maintain good customer (internal) relationships by providing just in time placements of critical jobs and by providing continuous feedback, as and when required.
- *Roles sourced: Account Executive, Account Manager, Account Director, Group Account Director (PR, BTL, TTL, Digital) Copywriter, Creative Director, Graphic Designers, Art Directors, Strategists (Media & Digital) Media Buyer, Procurement specialists, Receptionist(s), Graduates/Interns*

Job boards used:

- LinkedIn
- Indeed
- Pnet
- Facebook
- Bizcommunity

Company: Publicis Groupe Africa (Marketing & Advertising)

Role: Recruitment Intern

October 2015 - October 2016

Responsibilities-

- Source candidates and match them to job specifications.
- Pro-actively sourcing of candidates via our internal database, referrals, internet, etc.
- Compiling and placement of job adverts
- Interview and screen candidates of all levels for various retail positions as well as Head Office related roles.
- Process verification checks
- Maintain close communication with candidates.
- Maintain good customer (internal) relationships by providing just in time placements of critical jobs and by providing continuous feedback, as and when required.

Job boards used:

- LinkedIn
- Indeed
- Pnet
- Facebook
- Bizcommunity

References

Resource Solutions – Irene Crowther (Line Manager) - 072 241 8003 irenepenzhorn@gmail.com

Publicis Groupe – Bryony Van Zyl (Line Manager) – 083 342 8114 - bryony@thecoachhouse.io

Oliver & More – Shantal Singh (Line Manager) – 011 234 9100 or 083 308 5289
shants2104@gmail.com

RESOURCESOLUTIONS

GreenPark Corner
Cnr West Road South and Lower Road
Morningside
Sandton
Johannesburg
2196

T +44 (0)20 7071 7000
F +44 (0)20 7509 8768
E enquiries@resourcesolutions.com
www.resourcesolutions.com

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Kelly Kinder
Sent via DocuSign

24 January 2024

Dear Kelly,

Firstly, on behalf of Resource Solutions, I'd like to say a huge thank you for your ongoing hard work and dedication to Resource Solutions and the overall success of our business.

Further to the Company salary and bonus review, I am pleased to inform you that your new basic salary is R377 787,00 per annum with effect from 1st January 2024.

You will also receive a discretionary bonus of R9133,00.

All other terms and conditions of your employment remain unchanged.

Given the efforts you've made to thrive in your career with Resource Solutions, we would really value your thoughts on how well we look after our people. One way you can let us know is through an anonymous online review on www.glassdoor.co.uk. It only takes a few moments to leave a review – and the more information provided means we are better informed and will be able to use any feedback proactively, so please do take the time to tell us what you think.

Once again, thank you for your ongoing contribution to Resource Solutions and I wish you continued success.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Laura Wood

Laura Wood
RS Head of HR – EMEA