



Tayla Ellen Courtney Blythe

Education

Hoërskool Birchleigh, Grade 12 (2012)

Unisa, BCom in Human Resource Management (2018)

Experience

1 September 2016 – 29 November 2019

Blingstallation • HR Officer



Unit 111 The Boundary,
Lonehill, Fourways, 2062

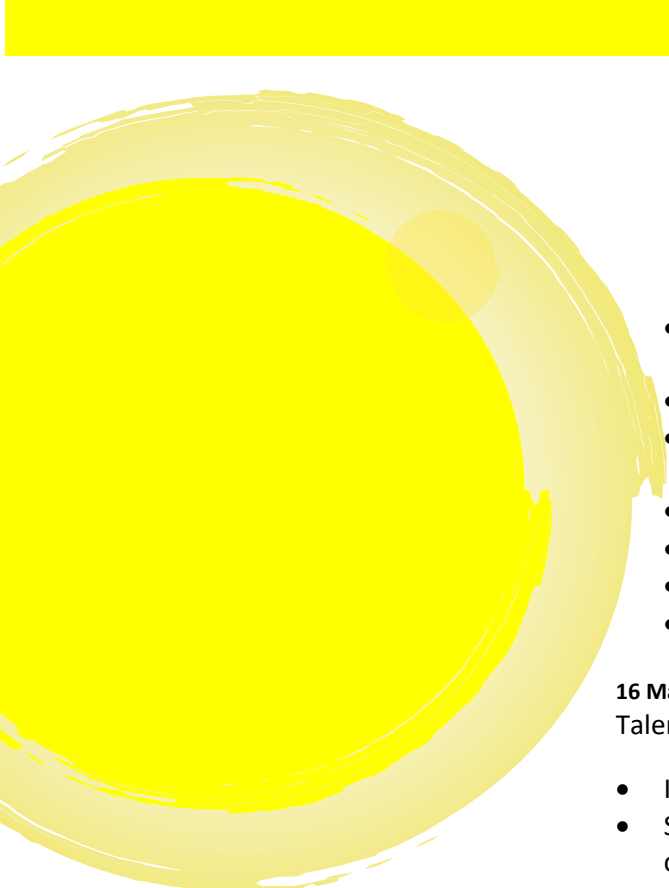


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- Recruitment –
 - Advertising vacancies
 - Screening CV's
 - Interviewing candidates
 - Reference and background checks
 - Offer letters
 - Vacancies recruited for mainly consisted of Call Centre, Finance, IT, Technical, Drivers and Sales staff
- HR Administration and reporting
- Research and report HR and recruitment trends to integrate into company strategy.
- Total staff compliment 80
- Drafting and issuing employment contracts and addendums
- Training and induction of new staff members. Identifying training needs for staff and booking training courses.
- Maintaining confidentiality of employee records
- Disciplinary –
 - Warning letters
 - Disciplinary enquiries and hearings
 - Terminations
 - Cost Orders / Deductions
- Submission of monthly UIF and Workman Compensation documents
- Conducting employee counselling and coach management to support and guide employees as well as company policy guidance.

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- Ensuring leave forms are received and process is followed for application of leave
 - Develop and run assigned HR projects.
 - Provide support to Management on how to address various HR and employee related matters.
 - Assisting with payroll at month end, issuing payslips and IRP5's
 - Involvement at CCMA (Conciliation and Arbitration)
 - Attendance management of staff – Analysis of clock in reports
 - Representation as HR in various meetings.

16 May 2013–24 August 2016

Talent4Africa • Recruitment Consultant

- Interviewing up to 15 candidates a day for positions available
 - Screening candidates to ensure correct calibre and suitability for clients
 - Selecting the most appropriate candidates for positions
 - Discussing positions and resolving queries with candidates
 - Typing CV's into the relevant format for clients
 - Conducting reference, ITC, criminal and qualification checks on candidates
 - Email correspondence with clients
 - Managing and updating Manager diary
 - Running personal errands
 - Advising clients on Labour Law requirements for positions when required
 - Setting up interviews with candidates and clients
 - Handling any client queries and requests as well as ensuring they are satisfied with candidate calibre
 - Maintaining relationships with clients daily to ensure repeat business
 - Dealing with corporate and large companies as clients
 - Continuously following up with clients on placements made and ensuring the client is satisfied with candidate placed (Aftersales service)
 - Liaising with clients daily on new and current positions
 - Training new Receptionists on daily duties
 - Dealing with Temporary and Permanent placements
 - Headhunting suitable candidates
 - Assisting with placing adverts for required positions
 - Assisting with placing adverts
 - Visiting new and existing clients
 - Following up on and ensuring payments for placements are made timeously
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