

KEY INFORMATION

TITLE:	Talent Coordinator
REPORTING LINE:	Head of Talent
LOCATION:	Steenberg, Tokai
BUSINESS UNIT:	Prescient Profile (Pty) Ltd

PURPOSE OF THE ROLE

Forming part of the Talent team, you will be responsible for providing key administrative and coordination support to a range of talent and people operations functions with specific focus on recruitment coordination, HR administration, employee on and offboarding as well as providing support to areas of the talent process as required.

DUTIES AND RESPONSIBILITIES

- **Recruitment Co-ordination**
 - Assisting with various aspects pertaining to effective recruitment at Prescient which will include:
 - Co-ordination of interviews. Arranging all in person and virtual interviews as directed by the Talent team, ensuring efficient communication throughout the process
 - Email and telephonic liaison with recruiting managers and external recruitment partners as well as direct candidates
 - Assist with advertising of positions internally and via Prescient channels
 - Ensure all candidates are timeously regretted should they not be successful for the opportunity. Proactively communicate with candidates to support our talent benching process
- **Assist with collation and preparation of monthly and quarterly talent metrics**
 - Maintaining a recruitment activity log / spreadsheet to track all recruitment activity
- **Assistance with the required employee vetting process and screening process, for both new and existing staff members.**
 - Collation of information related the employee HR File. Create employee folders and maintain employee records
 - Assist with reference checks as directed by the Talent team
 - Liaise with the external vetting provider and support the new and ongoing employee vetting process
- **The employee lifecycle – from onboarding to offboarding – requires administrative and coordination elements to ensure requests are completed with diligence. Involvement with the onboarding process with responsibility for, but not limited to:**
 - Creation of employee HR files ensuring all documentation is correctly saved
 - Assisting with onboarding communications and relevant stakeholder engagement to ensure a smooth onboarding process
 - Assist with the monthly new starter orientation process
 - Set up monthly feedback sessions with new starters as directed by the Talent team
- **Assist with offboarding related processes, with responsibility for but not limited to:**
 - Arranging exit interviews
 - Collation and accurate recording of all exit interview feedback

- Assist Head of Talent with effective diary management and meeting scheduling
- Assist with ad-hoc travel arrangement for Head of Talent and Prescient Holdings CEO as well as hoc administrative support
- Handle all staff queries with professionalism and discretion

REQUIRED SKILLS AND EXPERIENCE

- A minimum of 2 years' experience in a similar role where you have gained exposure to recruitment / talent administration, HR administration and co-ordination.
- Able to work in a fast paced, dynamic environment
- Own transport essential

REQUIRED QUALIFICATIONS AND SYSTEMS EXPERIENCE

- Relevant HR Qualification (National Diploma / Degree) required
- Strong MS Office skills
- Preferable to have experience with HRIS / talent management system

KEY COMPETENCIES

- Extremely well organised and efficient
- Honesty and integrity
- Discretion
- Able to handle various stakeholders with maturity
- Excellent attention to detail
- A positive, collaborative team player
- Conscientious
- Strong work ethic

WHY THIS ROLE?

This is a great opportunity to join a fast paced, dynamic Talent function and gain exposure to a range of Talent and HR activities in a growing Financial Services business.

To apply, send your CV and academic transcripts to tamzyn.barker@prescient.co.za

You understand and accept that, by applying for this role, you authorise Prescient to obtain your personal information and utilise said information for recruitment purposes for this role.