

HLENGIWE LUKHELE

HUMAN RESOURCE OFFICER

Germiston/Johannesburg

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Objective

Detail-oriented Human Capital Administrator with 2-4 years experience providing end-to-end HR administrative support. Strong knowledge of HR principles, MEIBC, BCEA, LRA, EEA, recruitment processes, onboarding, benefits, HR systems, and employee relations support. Proven ability to manage high volumes of tasks, meet deadlines, maintain accuracy, and deliver exceptional service to employees and stakeholders.

Experience

- **Efficient Engineering Pty Ltd** 2023 - Current
HR OFFICER
 - **RECRUITMENT AND TALENT ACQUISITION**
 - Manage the full recruitment lifecycle for both production (shop-floor) and administrative roles.
 - Posted vacancies on internal systems and external job boards including LinkedIn
 - Screened CVs, sourced entry-level candidates, and conducted first-round interviews.
 - Scheduled interviews, and arranged psychometric assessments.(Outsourcing)
 - Completed MIE checks, and supported reference checks.
 - Recruiting for skilled and technical roles
 - **ONBOARDING AND INDUCTION**
 - Coordinated full onboarding process and ensured all documentation was completed correctly.
 - Submitted employee records to payroll for temporary and permanent hires.
 - Facilitated IT access, system setups, induction invites, and welcome communication
 - **INDUSTRIAL RELATIONS**
 - Provided ER support including booking disciplinary hearings, consultations, and enquiries.
 - Drafted minutes, warnings, and prepared documentation packs for ER processes.
 - **OCCUPATIONAL HEALTH AND SAFETY**
 - Deliver tool box talks to employees about safety
 - RMA claims
 - Ensuring that the workshop is clean and clear by inspection (Housekeeping)
 - **EMPLOYEE SUPPORT**
 - Data Management, Reporting & Tracking
 - Ensure compliance with relevant labour law and sector regulations (e.g., BCEA, MEIBC & safety standards)
 - Accurately maintained employee records, staff movement lists, vacancy lists, and HR trackers
 - Contributed to data accuracy for headcount and master data reporting.
 - Supported offboarding processes including resignations, retirements, and dismissals.
 - Supported HC projects, organisational design initiatives, and culture programmes.
 - Provided proactive feedback to senior HC team regarding employee concerns, trends, and operational gaps.
- **EMPLOYMENT EQUITY**
- Support the implementation and monitoring of the Employment Equity Plan.
- Prepare EE reports and facilitating EE meetings
- Assist with BBBEE audit preparation and supporting documentation
- **TRAINING AND COORDINATING**

- Planned and delivered employee training programs to support skill development and performance improvement.
- Coordinate safety, technical, and soft-skills training aligned to manufacturing standards
- Collaborated with managers to assess training needs and track employee progress.
- **PAYROLL ADMINISTRATION**
- Ensure accurate submission of HR documentation to payroll within agreed deadlines
- Assist with wage-related queries and employee benefit administration
- Prepare weekly wage documentation of 300 employees and monthly documentation for 175 employees
- Monitor time and attendance via Treq system

- **CLETECH HOLDINGS**

Jan 2022 - December 2022

HR Administrator

REASON FOR LEAVING - RETRENCHMENT

EMPLOYEE ONBOARDING

- Prepare on boarding paperwork for all new employees to sign e.g. provident fund applications, medical aid forms, personnel take on forms, group life and Beneficiary nominations
- Ensure that relevant documents/forms are obtained from the new employee and personnel file is opened (e.g. Contract of employment pension fund copy of ID's etc.

HUMAN RESOURCE ADMINISTRATION

- Process of exit documents for employees leaving the company (UIF)
- Confirmation of employment letter, visa Letters, Maternity Letters and packs and offer letters
- Drawing up separations of contract agreements
- Managing and maintaining workflow.

INDUSTRIAL RELATIONS

- Drafting of warnings
- Coordinate Retrenchments procedures
- Being part of HR Representatives
- Capturing warning letters on the System

RECRUITMENT AND SELECTION

- Job advertising for internal staff
- Send of appointment letters
- Coordinate MIE verification and conduct reference checks
- Drafting contracts for successful candidate

- **Junzi Pty Ltd**

Jan 2021 - Dec 2021

Office Administrator

REASON FOR LEAVING: CAR LEER GROWTH

Managing incoming phone calls and mail

- Organising stationery orders and liaising with suppliers to meet business requests
- Ensuring high level of stock management efficiency
- Invoicing
- Maintain office systems
- Minute taking
- Assist in the recruitment process by submitting online vacancy postings, shortlisting candidates, and scheduling interviews, ensuring a timely and organized hiring process.
- Keep an organized track of all documentation and employee records, ensuring accuracy and compliance with company policies and legal requirements.
- Offer general support to team members by addressing queries related to company policies, fostering a positive and supportive work environment.
- Schedule training sessions for the logistics team, ensuring timely and effective delivery of training programs.
- Ensure employee data is handled and protected in accordance with applicable laws and company policies, maintaining confidentiality and data security.
- Assist in the administration of employee benefits, including enrolment, changes, and addressing employee inquiries regarding benefits programs.

Education

- **Dinwiddie High School**
Matric
Grade 12
- **University of Free State**
Bachelor of Social Sciences in Industrial Psychology and Political Science
- **Online**
SABPP Registration
In Progress

Skills

- MEIBC and MIBFA •Recruitment & Talent Acquisition Support •Onboarding & Induction •Employee Relations Administration •Benefits Administration •HR Compliance (BCEA, LRA, EEA) •HRIS / HR Systems •Candidate Screening & Scheduling •Document Management & Data Accuracy •Payroll Documentation Support •Query Management •POPIA Compliance •Process Improvement •Reporting & Tracking •Stakeholder Engagement •Confidentiality & Professional Conduct •Industrial Relations

Reference

- Upon request - ""



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