Ethel Seemole Teffo

People & Culture Coordinator | HR Operations & Talent Specialist



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13/05/1997

Female

Objective

Results-driven People & Culture professional with experience of supporting the full employee lifecycle across recruitment, onboarding, employee relations, benefits administration, performance management, and HR systems. Proven track record in high-volume recruitment, HR compliance, audit readiness, and HRIS data accuracy. Recognized for operational excellence, attention to detail, and the ability to support both employees and leadership in fast-paced environments

Experience

09/2025
Gauteng, Midrand

Westfalia Fruit Estate, *People & Culture Coordinator*

HR Operations & Employee Lifecycle

- Manage end-to-end onboarding and offboarding processes, ensuring 100% compliance with contracts, documentation, system access, and exit requirements.
- Compile and analyze exit interview data, identifying trends and improvement opportunities to support retention strategies.
- Maintain accurate and confidential employee records across Microsoft Dynamics 365, Teams, and physical files, supporting audit and governance requirements.

Recruitment & Talent Support

- Support bulk, seasonal, and permanent recruitment, including CV screening, interview coordination, offers, and pre-employment checks.
- Partner with hiring managers to ensure recruitment processes align with internal policies and timelines.

HRIS, Reporting & Compliance

- Validate HR data to ensure payroll, benefits, and employee records accuracy, reducing errors and rework.
- Prepare monthly HR reports (headcount, turnover, onboarding, compliance) to support management decision-making.
- Support audits by maintaining compliant HR files aligned to BCEA, LRA, EEA, OHSA, and SDA requirements

Employee Relations & Engagement

- Serve as a first point of contact for employee HR queries, providing policy guidance and practical support.
- Support employee engagement initiatives that promote a positive and inclusive workplace culture

06/2025 – 08/2025
Limpopo, Tzaneen

Westfalia Fruit Estate, *People and Culture Administrator*

Recruitment Administration

- Coordinated recruitment processes from advert drafting to interview scheduling and candidate feedback.
- Managed job adverts across multiple platforms and shortlisted candidates against role requirements.
- Coordinated background checks and psychometric assessments for shortlisted candidates.

Onboarding & Benefits Administration

- Created employee profiles on D365, ensuring system readiness before day one.
- Coordinated inductions and essential training (leave, travel claims, systems access).
- Administered medical aid and provident fund applications, transfers, and removals, ensuring accurate allocation to business units.
- Supported employees with company car insurance, death claims, and disability benefit applications, ensuring minimal delays.

Performance & Payroll Support

- Administered performance contracts and review documentation, supporting calibration and annual increase processes.
- Liaised with payroll on appointments, promotions, salary changes, and terminations.

04/2023 – 05/2025
Gauteng, Midrand

Westfalia Fruit Estate, *People and Culture Graduate*

Recruitment & Workforce Planning

- Managed recruitment for 150+ seasonal employees across inland and coastal regions.
- Delivered full-cycle recruitment: advertising, screening, interviewing, onboarding, and integration.
- Conducted criminal background checks using SmartScreen, ensuring hiring compliance.

HR Administration & Compliance

- Maintained accurate HR records, including new hires, promotions, transfers, and terminations.
- Streamlined HR documentation processes (UI-19, salary schedules, filing systems).
- Supported payroll preparation by providing accurate and timeous HR data.

Employee Relations & Engagement

- Assisted with onboarding and exit processes, ensuring a positive employee experience.
- Coordinated employee engagement and recognition initiatives, improving morale and collaboration.
- Distributed pay slips and supported wage employee queries.

Severance & Assessments

- Calculated severance pay accurately in line with labour legislation and company policy.
- Coordinated psychometric assessments for shortlisted candidates.

Education

2025 — **Sage Pastel Payroll,** *Sage University*

2023 — **Accelerated Graduate Development,** *Wits Business School*

2021 — **BCom Human Resources Management,** *University of Limpopo*

2017 — **ICT Office Plus Professional,** *Avuxeni Computer Academy*

2015 — **National Senior Certificate,** *Nkoshilo High School-Grade 12*

Skills

Professional Strengths
- High attention to detail & confidentiality
- Strong stakeholder communication
- Organised, deadline-driven, and proactive
- Ability to manage high-volume workloads

HR Systems & Tools
- Microsoft Dynamics 365 (HRIS)
- SmartScreen & Biometric Systems
- MS Office (Advanced)
- Workable

HR Competencies
- Recruitment & Talent Acquisition
- HR Operations & Compliance
- Employee Relations
- Benefits Administration
- Performance Management
- Exit Interviews & Reporting
- Audit Preparation

Languages

- Sepedi
- English
- Zulu

Courses

07/2025
Limpopo, Tzaneen

Introduction to Labour Law BCEA and Contracts, *Labournet*

11/2024
Gauteng, Sandton

The SmartScreen Application and Biometric Integration Workshop,
MIE Background Screening