



# Antionette Eriss

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for any Administrative job, I have a lot of experience in the Human Resources Industry. Worked as a Secretary / Receptionist for Labour Industry. Worked as a Recruitment Administrator and did some recruiting as well. I also worked in the Construction Industry as a Human Resources Assistant.

I have a Diploma In the Fundamentals of Human Resources and this is my passion.

At this point in my life I dont mind starting at the bottom and working my way up.

Preferred occupation	<b>Receptionist</b> Administrative jobs
	<b>Data captureurs</b> Administrative jobs
	<b>Call Centre agent</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Secretaries</b> Administrative jobs
	<b>Front Desk Agent</b> Administrative jobs

Preferred work location	<b>Johannesburg</b> Gauteng
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## Contacts and general information about me

Day of birth	1982-09-10 (42 years old)
Gender	Female
Residential location	<b>Johannesburg</b> Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

**Work experience**

Working period **nuo 2018.01 iki 2018.06**  
 Company name Filtapak  
 You were working at: Steel manufacturer  
 Occupation Warehouse Assistant  
 What you did at this job position? Assisting in the Warehouse, making Filters for Airconditioning machines

Working period **nuo 2015.11 iki 2016.05**  
 Company name Nu Era Construction  
 You were working at: Administrators  
 Occupation Human Resources Assistant / Officer  
 What you did at this job position? Posting job specs on relevant job portals. Searching for candidates on job portals and relevant sites. Setting up interview schedules Scheduling interviews with candidates, interviewing candidates Ensuring that reference checks are done, criminal checks, qualifications checks. Setting up contracts for successful candidates Making sure that employees complete their timesheets Collecting all relevant information of employees Attending CCMA Matters Registering employees for UIF Assisting with Payroll Making sure that all timesheets are completed correctly, and salaries are correct Collecting Invoices, making sure they are paid on time Scheduling Disciplinary Hearings and doing all disciplinary hearings Issuing of warnings and payslips Creating social media sites for company Updating company profile Updating employee contracts as well as subcontractor contracts Updating company policies

Working period **nuo 2014.10 iki 2015.06**  
 Company name Nu Era Construction  
 You were working at: Administrators  
 Occupation Human Resources Assistant / Recruitment Assistant  
 What you did at this job position? Posting job specs on relevant job portals. Searching for candidates on job portals and relevant sites. Setting up interview schedules Scheduling interviews with candidates, interviewing candidates Ensuring that reference checks are done, criminal checks, qualifications checks. Setting up contracts for successful candidates Making sure that employees complete their timesheets Collecting all relevant information of employees Registering employees for UIF Assisting with Payroll Making sure that all timesheets are completed correctly, and salaries are correct Collecting Invoices, making sure they are paid on time Scheduling Disciplinary Hearings and doing all disciplinary hearings Issuing of warnings and payslips Creating social media sites for company Updating company profile Updating employee contracts as well as subcontractor contracts Updating company policies Doing Filing Answering telephone

Working period	<b>nuo 2013.01 iki 2014.02</b>
Company name	Career Direction
You were working at:	Administrators
Occupation	Recruitment Assistant / PA /Front Office Support Consultant
What you did at this job position?	<p>Typing of CV's onto the system and ensuring the accuracy of these, all information to be loaded and checked for grammar and spelling Making various checks on applicants and ensuring correct forwarding to all parties and filing of such onto system Assisting the consultants with their admin, messages, interview bookings and tasks requested. Completing the interview schedule each time a CV is produced, interview booked or response from client received. Front office management including Reception, Switchboard, order in the reception, cleanliness. Typing of Invoices, Statements, Correspondence and Invoices schedules. Checking timesheets and liaise with temps to get into deadline and tell consultants their hours by pay day deadline. Taking messages from clients and applicants in order that consultants can best allocate their time to meeting deadlines with clients and not be interrupted with unnecessary calls whilst interviewing or searching. Distributing orders printed and kept in an order file up to date and read and understand orders well, in order to find and screen suitable candidates. Placing advertisements on job portals, ensuring their correctness, in a way to attract candidates. Assisting in identifying applicants for company by searches, projects conducted, screening calls, treating all applicants with respect, skills recorded, and relevant paperwork handled efficiently. Passing information to consultants timeously, ensuring interviews are arranged or applicants regretted with a sense of urgency. Research applicants in company's files, on search portals and other sites, seek out applicants by word of mouth contact, with network partners and by researching the applicant's market, thereby helping the consultants to effect timorous referrals to clients. Keeping filing system on the computer accurately. Handling files and scanning into computer. Recommend improvements and tidy ups to files Updating databases with applicant and company details Keeping client lists up to date. Attending to Client job specs at all time and attending status meetings Taking ad responses, by identifying skills and experiences of potential applicants in order to assess their suitability to the jobs company has at any time. Sending job specs and directions to applicants. Organising interviews, explain travel arrangements, give feedback to applicants and clients, regret those not suitable and reassure those awaiting feedback as and when consultants require. Checking qualifications, credit and criminal checks and any other information needed for the CV with relevant companies. Chase up and ensure clients or consultants are kept informed. Ensuring forms required in reception are completed daily Register work seekers Checking references on applicants, write up these in professional prose and forward to clients Liaise with clients regarding recruitment, company services and image Adhere to the legislation and confidentiality necessary in all dealings with clients and applicants Promoting the services of Career Direction wherever possible, i.e. on reference checking Building relationships with client's, applicants, source contacts and network partners</p>

Working period **nuo 2008.06 iki 2010.02**  
 Company name Career Direction  
 You were working at: Administrators  
 Occupation Recruitment Assistant / PA /Front Office Support Consultant

Working period **nuo 2003.03 iki 2007.09**  
 Company name SA Labour Dynamics  
 You were working at: Receptionist  
 Occupation Receptionist / PA

What you did at this job position? Typing of all disciplinary hearing's minutes Taking minutes of meetings and disciplinary hearings Updating filing system Making sure that all consultants have their files for CCMA matters on time Filling all relevant paperwork with the CCMA on time Attending CCMA workshops Keeping clients updated about their disciplinary matters and CCMA Matters Certifying documents at Police Station Ensuring that clients receive invoices and that they are paid on time Updating Director diaries Answering telephone Greeting clients and making sure that they are comfortable General admin and reception duties Ensuring that all office equipment is in good working order

**Education**

Educational period **nuo 2005.06 iki 2006.02**  
 Degree Diploma  
 Educational institution Dameline  
 Educational qualification Fundamentals Of Human Resources

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	very good
Afrikaans	very good	very good	very good

**Computer knowledge**

Windows, MS Office, Adobe, Social Networks

**Conferences, seminars**

CCMA Courses at the CCMA Offices  
 Career Junction Workshops  
 Link to Success, Telephone Etiquette course

**Recommendations**

Contact person Valerie Clifford  
Occupation Director  
Company Career Direction  
Telephone number 0833090364/ 01107063442

Contact person Herman Breedt  
Occupation Director  
Company SA Labour Dynamics  
Telephone number 0832606813/0114782704

Contact person Jacqueline Mofokeng  
Occupation Human Resources Manager  
Company Nu Era Construction  
Telephone number 0645006058

#### **Additional information**

Your hobbies None  
Driver licenses None  
Salary you wish 8000 R per month