

# HR CARTEL

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## YOUR STRATEGIC CATALYST

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HR Cartel (PTY) Ltd is a Level 1 B-BBEE - 100% female owned business, established to provide Specialist Services across various industries and sectors. We work predominantly within the Corporate, Private, SME, and Education industry.

Our clientele is vast and spans across regions and sectors. They consist of media powerhouses, print, digital, BPO, construction, retail, distribution as well as FMCG sectors.

We operate nationally across South Africa, cross border in the greater Africa and are extremely proud of our international footprint, servicing clients in the United Arab Emirates, Central and Northern America, Europe and Asia.

By joining our bespoke business, you can be rest assured that the utmost care and expertise is given in every aspect of HR, Labour, Projects, Digital, Operations and Management Consulting.

Our service offerings within **Cartel Legacy Brand** consists of the following:

- **HR Cartel** HR, Labour, Operations and Project Management
- **Brand Cartel** Company Branding and SM Management
- **Events Cartel** Client Event Management
- **eCartel** Online Store - Paraphernalia
- **Uluntu Academy** Learning and Development Academy
- **21 Reasons NPO** Socio Economic Development

Each division is cross-functional and works in unison to ensure that our clients receive a 360-degree service offering to suit any operational requirement they may require. This proposal includes details regarding the operational HR support that HR Cartel offers to support your businesses Top level Management and employee's.

Our services will assist your business to better manage your staff, consultants, freelancers, and contractors. We believe that every business's success starts with managing everyone in a manner pertinent to the health of the employee, his performance and the business's overall growth strategy. Let us worry about your people while you grow your business.

While our hourly rated services are available to all our clients on an "as-needed" Adhoc basis, we also have a flat-fee rate for those that wish to utilise our services on a daily, weekly, or monthly basis. These are covered under a retainer and service level agreement as per below.

All our services are strategically tailored according to each client's specific need. Should you wish to negotiate a retainer in accordance with your business needs and requirements, then please do not hesitate to contact us directly. We look forward to partnering with you.

**THE CARTEL**

The way in which we have approached people and talent in the past will not be the best way to approach them in the future. Let us engage and assist you towards making a healthy transition from paper-based environments, towards a more lean, digital way of operating, tailored to your business culture and goals.

Our team of specialists are hands on and will strategically analyse your business, providing you with tailored solutions to suit your business goals, needs, size and budget.

We ensure you get the same quality HR services as that of a large corporation, by removing the hassle of managing an internal resource, and thus reducing the cost and financial risk that you may expose your business to.

We work alongside your business or with your internal HR and Management teams, to up-skill and impart strategic critical thinking and knowledge. We ensure that your business, your staff and your systems and administration is always in compliance.

**SERVICES** – (but not limited to): -

Our unique and diverse team of qualified specialists will ensure that all your business needs are met timeously and professionally. We keep our business lean so we can provide you with expert, skilled and agile personalised services.

Our services under the **HR Cartel brand** covers the following:

➤ **VIRTUAL HR**

- HRsimplified Online HR Platform
- Virtual assistant – administration 24/7
- Management assistance
- Staff assistance telephonically, via email and social platforms
- Telephonic coaching for staff and management
- 24/7 – 365 days a year Whatsapp line

➤ **HUMAN RESOURCES [COMPLIANCE & ADMINISTRATION]**

- Onboarding and Offboarding Services
- Appointment letters
- Drafting of Contracts
- Drafting and implementation of HR Policies, Procedures and HR Manuals
- Drafting of Standard Operating Procedures (SOP's)
- Compiling a customized employee rules handbook
- Job Description drafting and management.
- Salary Benchmarking
- HR Compliance - BCEA, LRA, OHS, SDL (Compulsory legislative posters available for sale)
- Engagement Surveys
- Leave Management
- Payroll Administration and Processing
- Benefit Management
- B-BBEE Compliance and Scorecard evaluations including Strategy
- Designing standard business forms and templates
- Design of HR newsletter, articles, blogs
- HR monthly reporting
- Employment Equity Committee
- HR Audits and Government Submissions and Compliance
- Legislative compliance
- Health and Safety compliance

## ➤ RECRUITMENT

- Lowest placement fee in the market
- Draft, Design and Placement of advertisements
- Sourcing relevant candidates suited to job specification.
- Shortlisting, Initial screening and 1st Interview of candidates.
- Background and Criminal Checks
- Arranging client interviews and preparation, Portfolio preparation
- Induction into client business, first 3 months after placement of candidate – probationary reviews and management

## ➤ INDUSTRIAL RELATIONS

- Drafting of Hearing Charge Sheets, Warnings, Templates
- Chairing Hearings, Formal and Informal
- Chairing Appeal Hearings
- Facilitating Grievance Meeting
- Managing Unions and Bargaining Council's
- Retrenchment Consultations
- Facilitating retrenchment meetings and relevant processes pertaining to a restructure
- Pre-hearing preparation for CCMA proceedings (subject to the rules of the CCMA regarding external representation) alternatively, securing you the attendance of legal representative.

## ➤ PERFORMANCE MANAGEMENT

- Performance Evaluations and Probationary Reviews
- Performance Management System
- Key Performance Agreements & Indicators (KPA/KPI)
- Job Specifications and Role profiles

## ➤ LEARNING AND DEVELOPMENT

- Coaching and Mentoring
- Staff development training
- Soft skills, Functional skills development
- Skills Development i.e., WSP & ATR submissions and reporting
- Talent Management & Succession Planning
- Employment Equity Committee management
- Conduct Skills Audits
- Formulation of Budgets and Training plans
- Awareness courses
- Business Development Training
- Compliance Training
- Management & Leadership Development
- Learnerships, Internships, Apprenticeships, Graduate Programmes
- Accredited and Skills Based Training

## ➤ EAP - EMPLOYEE ASSISTANCE PROGRAMME (WELLNESS)

- Business / Executive Coaching
- EAP programme
- Life Coaching / Counselling
- Teambuilding events and Staff functions
- Company Anniversary Certificates and celebrations
- Awards evenings

## ➤ PROJECT MANAGEMENT

- Specific to client requirements
- Leading the planning and implementation of projects.
- Defining a project's scope and goals.
- Planning and scheduling project timelines.
- Coordinating project staff.
- Resource planning and allocation.
- Quality assurance.
- Carrying out risk assessment.
- Managing project administration, including all documentation.
- Meeting budgetary objectives.
- Reporting regularly to senior management.
- Managing client relationships.
- Tracking project performance.
- Project evaluations and results measurement.

## ➤ BUSINESS MANAGEMENT SOLUTIONS

- Project Management
- Designing and Creating business portfolio's
- Designing and Creating business slideshows and presentation templates
- Developing business management goals and objectives that tend to growth and prosperity.
- Designing and implementing business plans and strategies to promote the attainment of goals.
- Ensuring that the company has the adequate and suitable resources to complete its activities.
- Registration of new business with CIPC, SARS and Dept of Labour
- New Start Up and Entrepreneur Programme

## ➤ CORPORATE GIFTING AND OTHER STOCK

- Branded or Unbranded gifts or peripherals for your business
- T-shirts, Pens, Mugs, Diaries, Lanyards, Stress balls, Notepads etc - Print
- Compliance stock (BCEA, LRA, OHS Posters)
- Covid Compliance Toolkit
- Employment Equity Toolkit

## ➤ SOCIAL MEDIA MANAGEMENT

- Organic Social Media Management Posts (Facebook, LinkedIn, Instagram)
- Facebook Ads Management with a dedicated budget
- Online Meetings and Project Updates
- Blog Management



## **BOARD MEMBERSHIP**

- Member - CCCI (Cape Chamber of Commerce and Industry)
- Member - SABPP (South African Board of People Practice)
- Member - SASLAW (South African Society for Labour Law)
- Commissioner of Oaths
- Notary Public
- HR Works Directory
- Founding Member | Director- UA Entrepreneur Incubation Hub (Uluntu Academy)
- Founding Member | Director- 21 Reasons NPO (An NPO for Down Syndrome families)



## **BUSINESS ACCOLADES AND MEDIA**

- Qualified as a Standard Bank - Top Gender Empowered Company 2020 and 2021
- Nominated for the Standard Bank Top Women in Business Awards 2020
- Nominated for the Santam Women of the Future Award 2020
- Nominated for the HR Summit Awards – Top HR Future Leader 2020
- African Women Innovation and Entrepreneurship Forum Awards - Creative Industry Award 2020
- African Women Innovation and Entrepreneurship Forum Awards - Empowerment Award 2020
- Featured in CITI series, a partnership with City of Cape Town- Alumni Top Tech Tools: Women in Business Awards
- Featured by Brand Alchemy RSA, Women Support Women Series
- Featured by Service Guru's, in the - SME upliftment - series.
- Featured by Lulalend, in the - Women Empowering SA - series.
- HR Works Directory



## **CONCLUSION**

We look forward to partnering with you and supporting your efforts to streamline, improve and empower your staff and your business.

Take the journey with us and allow us to provide you with flexibility and cost-efficient solutions that will assist in optimizing your resources and capacity, without breaking your budget.