

HR COORDINATOR (CAPE TOWN)



Date: 27 July 2026

A vacancy has arisen in the HR Department for an HR Coordinator

Key areas of responsibility include:

HR Administration & Reporting

- Maintain accurate and up-to-date employee records and HR databases.
- Prepare monthly HR reports
- Assist with internal employee communications and HR-related correspondence

General HR Support

- Provide administrative support to the HR team across Western Cape and Johannesburg when required.
- General HR correspondence – employment letters, regret letters, etc
- Assist with ad hoc HR projects
- Coordinate employee wellness days and staff social events.
- Assist with internal employee communications and HR-related correspondence.
- Attend to Staff Gifting
- Attend to minutes for SRC and OHS meetings

Experienced hires

- Provide end-to-end recruitment administration support for experienced hires
- Manage onboarding and offboarding administration.

Graduate Recruitment Candidate Attorney Programme Support

- Assist with the administration and coordination of Candidate Attorney and Vacation Work induction programmes and Job Shadows.
- Support graduate recruitment initiatives, including CA recruitment processes i.e. screening applications and setting up of interviews.
- Coordinate logistics for campus recruitment events and career fairs within the Western Cape
- Administration of the CA Practical Vocational Training (PVT)
- Maintain training records and assist with training schedules, attendance registers, and related reporting.

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Competencies and personal attributes

- Ability to multitask
- Strong attention to detail
- A broad, overall view or perspective of an issue or problem
- Proactive
- Ability to handle confidential information
- Fantastic organizational and time management skills
- Excellent written and verbal communication skills
- Independent worker
- Team player
- Process orientated, methodical and deadline driven
- Reliable and responsible
- Creative and innovative thinker
- Ability to take ownership for function and keep motivated

Requirements:

Education and experience

- Grade 12 / Matric.
- Relevant HR qualification or tertiary degree advantageous.
- 2–3 years' experience in an HR admin or related administrative role.
- Previous experience within a professional services or legal environment advantageous.
- Proficient in all MS office packages Experience working with HRIS or employee management systems advantageous.

Should you wish to discuss your interest in this position please send your CV to:

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