

CONTACT

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EDUCATION

2017 - 2019

THE UNIVERSITY OF CAPE TOWN

- Master of Business Science

2013 - 2016

THE IIE

- Bachelor of Commerce Honours

HARD SKILLS

- HR Administration
- HRIS & ATS Management
- Recruitment & Hiring (Globally)
- Screening & Interviewing
- Offer Letters & Contracts
- Onboarding & Offboarding
- Building & Interpreting Policies
- Performance & Comp Reviews
- Researching Labour Legislation
- Payroll & Compliance Support
- Data Collection & Reporting
- Benefits Administration
- Coaching & Mentoring
- DEI & Wellness Surveys
- Employee Experience
- Executive Assistance
- General Administration

SOFT SKILLS

- Communication & Tactfulness
- Empathy & Open-Mindedness
- Cultural Awareness & Sensitivity
- Authenticity
- Proactivity & Prioritization
- Strategic Thinking
- Adaptability

QUINTIN COETZEE

PEOPLE & CULTURE / OPERATIONS PROFESSIONAL

SUMMARY

Hi there! I'm a passionate Human Resources and Operations Professional with full-time experience working with diverse, innovative, global teams. I have experience hiring, building out policies and procedures, and supporting teams across roles at high-growth, fast-paced, remote startups and established companies. Having worked for businesses in South Africa as well as Canada, I bring a global perspective to my experience.

WORK EXPERIENCE

Samdesk

2022 - 2024

People & Culture Coordinator

Canada (Remote)

- Responsible for all HR functions at a diverse, global tech startup.
- Recruitment and hiring of 28 team members across 7 teams. This includes drafting job ads, conducting phone screens, hosting interviews, negotiating offers, and drafting contracts. Hired in Canada, the US, the UK, Ireland, Spain, Malaysia, New Zealand, and Australia.
- Onboarding new hires, including sourcing documents, and coordinating with hiring leads to ensure smooth integration.
- Offboarding staff, conducting exit interviews and manager debriefs.
- HRIS and ATS (BambooHR) data maintenance.
- Benefits administration, including health insurance and stock options.
- Annual performance and compensation review process management for all employees across our regions.
- Coaching and mentoring team leads and employees through training, cultural alignment, performance issues, and breaches of policy.
- Diversity, equity, and inclusion, and wellness survey management.
- Compliance support for SOC2 and FedRAMP accreditation.
- Employee engagement initiative facilitation, including virtual events.
- Travel management, including flight, hotel, and other bookings.

Sunset Candles

2021 - 2022

Human Resources & Admin Coordinator

South Africa

- Recruitment and hiring support during a time of restructuring.
- Supporting the employee lifecycle, including during onboarding, shift changes and promotions, and offboarding.
- Researching and staying up-to-date on local employment legislation.
- Maintenance and digital collation of employee data.
- Coordinating a project to create a new product classification system.
- Managing an online rebranding and photography project.
- Organizing cultural and wellness initiatives to build and maintain the company culture.
- Executive assistance and admin for two extremely busy co-founders.
- The above includes some more recent consulting.

Relocation Africa

2017 - 2020

Marketing Specialist & Executive Assistant

South Africa

- General marketing strategy, competitor analysis, and market research.
- Stakeholder management with EuRA, FIPSA, and The British Chamber.
- Tracking the marketing budget and reporting on performance.
- Executive assistance to the Managing Director, including representing them in meetings, screening calls and emails, and booking travel.
- HR support to the HR Manager (staff wellness and hiring admin).