1. Managed CRM database, including troubleshooting, maintenance, updates and report generation.
2. Communicated corporate objectives across all divisions through regular correspondence and scheduled status updates.
3. Trained employees in company and regulatory compliance requirements to promote conformance.
4. Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving.
5. Supervised administrative operations, including hiring processes and vendor relationships to maintain smooth operations for company of [Number] employees.
6. Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
7. Built excellent employee experience through culture of service and execution of employee assistance programs, including [Type].
8. Established and developed highly efficient and dependable administrative team by delivering ongoing coaching and motivation and fostering career advancement.
9. Recruited, hired, trained and supervised staff of [Number] and implemented mentoring program that offered positive employee engagement.
10. Learned and applied preferred systems for scheduling, purchasing and problem-solving.
11. Oversaw [Timeline] corporate events designed to connect and support employees at work and outside of work.
12. Collaborated with leaders from other departments to achieve consistent processes and maximize efficiency of resources.
13. Reduced employee turnover [Number]% per year through employee development and other retention measures.
14. Kept operations in compliance with [Type] regulations by developing and directing effective internal systems.
15. Aggregated and analyzed data related to administrative costs to prepare [Timeframe] budgets for corporate-level management.
16. Monitored and evaluated personnel performance to complete [Timeframe] reviews, recommend advancement or address productivity concerns.
17. Assigned tasks and directed team of [Number] staff, including [Job title]s, [Job title]s and [Job title]s.
18. Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
19. Hired, managed, developed and trained staff, established and monitored goals, conducted performance reviews and administered salaries for staff.
20. Codified office structures and processes to promote teamwork and performance.
21. Delivered expert clerical support by efficiently handling wide range of routine and special requirements.