1. Reduced workflow inconsistencies by recruiting and hiring capable staff members.
2. Conducted supplier risk evaluations and assisted [Job Title]s with regulatory inspections.
3. Recruited and developed [Number] employees for [Type] department.
4. Effectively supervised staff of [Number] personnel by implementing company policies, protocols, work rules and disciplinary action.
5. Opened and closed location and monitored shift changes to uphold successful operations strategies and maximize business success.
6. Evaluated existing operations and current market trends to identify necessary improvements and capitalize on changes.
7. Coordinated site investigations, documented issues and escalated to executive teams as needed.
8. Evaluated employee performance on [Timeframe] basis and conveyed constructive feedback to improve skills.
9. Used [Industry] expertise, customer service skills and analytical nature to resolve customer concerns and promote loyalty.
10. Maintained store equipment, including computers, printers and fax machines.
11. Coordinated all companies, business executives and site leadership teams by interacting effectively and establishing communication best practices.
12. Maintained financial accuracy when handling over $[Amount] in revenue each day.
13. Negotiated manufacturing service agreements and quality standards.
14. Facilitated change management activities for department and staff of [Number] individuals.
15. Planned marketing initiatives and leveraged referral network to promote business development.
16. Set aggressive targets for employees to drive company success and strengthen motivation.
17. Performed supplier risk evaluations and supported regulatory inspections.
18. Reviewed established policies and procedures to take on temporary leadership positions, motivate employees and facilitate smooth [Type] operations.
19. Drove year-over-year business growth while leading operations, strategic vision and long-range planning.
20. Managed quality programs to reduce overdue compliance activities.