1. Sourced and selected applicants for technical positions within company.
2. Referred candidate resumes to customer account managers for evaluation and submission.
3. Onboarded new hires and set up training.
4. Coordinated with IT team leaders to forecast hiring needs and department goals.
5. Wrote and posted technical job descriptions
6. Interviewed candidates with various interview methods, including [Type] and [Type] approaches.
7. Used Boolean searches to develop applicant portfolios for expected openings.
8. Maintained in-depth understanding of [Industry] trends and hiring desires.
9. Acted as staff member advocate, encouraging and supporting [Job Title]s to identify and resolve conflicts.
10. Eliminated process lags with quick processing of [Type], [Type] and [Type] actions.
11. Planned and launched large-scale events that boosted employee participation by [Number]%.
12. Assisted senior management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations.
13. Developed disaster and recovery strategy to prepare company for hazardous weather conditions, nuclear accidents and terrorist attacks.
14. Reduced expenses by analyzing compensation policies and implementing competitive programs while ensuring adherence to legal requirements.
15. Migrated legacy HRIS system to new technology to minimize business impacts.
16. Implemented process improvements to automate office operations, including record tracking and [Type].
17. Eliminated discrepancies in financial reporting and recordkeeping through accurate preparation and management of [Type] budgets.
18. Worked alongside global business leader to deploy new training strategies.
19. Maintained work structure by updating job requirements and job descriptions for all positions.
20. Coordinated implementation of people-related services, policies and programs through departmental staff.