1. Analyzed and modified compensation and benefits policies to establish competitive programs and comply with legal requirements.
2. Improved productivity initiatives while coordinating itineraries and scheduling appointments.
3. Recruited and screened qualified potential employees.
4. Verified and investigated employment claims and data.
5. Converted employee status from temporary to permanent.
6. Managed employee exit interviews and paperwork.
7. Tracked various statistics and kept detailed records to support human resources department.
8. Answered and directed [Number] outbound and inbound phone calls per day.
9. Created and completed personnel action forms for all hires, terminations, title changes and terminations.
10. Organized new employee orientation schedules for all new hires.
11. Prepared monthly, weekly and daily logs using Microsoft Office Suite.
12. Delivered friendly assistance with new hires throughout interviewing and hiring process.
13. Posted positions through approved recruitment channels.
14. Maintained and scheduled complex calendars.
15. Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping.
16. Assisted with on-boarding process of [Number] new hires in [Timeframe].
17. Assisted with meetings and presentations within company.
18. Administered compensation, benefits and performance management systems and safety and recreation programs.
19. Coordinated work activities of subordinates and staff relating to employment, compensation, labor relations and employee relations.
20. Prepared monthly termination lists to be added to permanent records.
21. Reduced workers' compensation claims by instituting corporate safety training program.