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