1. Assisted senior management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations.
2. Planned, monitored and appraised employee work results by training managers to coach and discipline employees.
3. Completed projects on time and under budget while resolving complex issues for senior leaders.
4. Partnered with senior leadership to establish and develop corporate and HR policies and procedures.
5. Developed disaster and recovery strategy to prepare company for hazardous weather conditions, nuclear accidents and terrorist attacks.
6. Reduced expenses by analyzing compensation policies and implementing competitive programs while ensuring adherence to legal requirements.
7. Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
8. Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.
9. Eliminated process lags with quick processing of [Type], [Type] and [Type] actions.
10. Administered benefits programs, analyzed compensation and other competitive data and prepared budgets.
11. Worked alongside global business leader to deploy new training strategies.
12. Interviewed candidates and conducted background checks and verification.
13. Promoted emergency preparedness strategy, including oversight and maintenance of inventory and equipment.
14. Conducted annual salary surveys and developed, analyzed and updated company salary budget.
15. Coordinated implementation of people-related services, policies and programs through departmental staff.
16. Completed human resource operational requirements by scheduling and assigning employees.
17. Performed timely project management within budget constraints for issues regarding executive leadership.
18. Delivered consultative services and recruited qualified and diversified candidates for employment.
19. Handled all issue resolution tasks and delivered technical assistance in use of [Software] system.
20. Developed and posted vacancy announcements by leveraging online and print recruitment tools to attract highly-qualified candidates and develop robust talent pool.