1. Supported human resources staff with new hire orientations and monthly departmental meetings.
2. Conducted background checks on candidates by obtaining information from law enforcement officials, previous employers and references.
3. Accurately prepared government compliance reports and proposal requests for employee data.
4. Researched all payroll, COBRA, disability and FMLA issues.
5. Sent notices to employees and subcontractors regarding expiring documentation.
6. Reviewed and confirmed that all final paid hours corresponded with timesheets and state laws.
7. Facilitated year-end reviews and team strength presentations with human resources partners.
8. Assisted management staff in annual year-end processes and data audits.
9. Conducted company-wide town hall meetings to convey updates.
10. Developed succession plans and promotion paths for all staff.
11. Maintained company compliance with all local, state and federal laws, in addition to establishing organizational standards.
12. Explained employee compensation, benefits, schedules, working conditions and promotion opportunities.
13. Evaluated timecards for accuracy on regular and overtime hours.
14. Maintained human resources information system and kept employee files up to date and accurate.
15. Structured compensation and benefits according to market conditions and budget demands.
16. Devised hiring and recruitment policies for [Number]-employee company.
17. Identified development opportunities and succession gaps.
18. Entered personnel and subcontractor data into central database.
19. Coordinated company training and compiled training reports and communication to support compliance with corporate requirements.
20. Coordinated complex travel schedules, accommodations and trip logistics for candidates and executives.