1. Referred candidate resumes to customer account managers for evaluation and submission.
2. Coordinated with IT team leaders to forecast hiring needs and department goals.
3. Sourced and selected applicants for technical positions within company.
4. Onboarded new hires and set up training.
5. Wrote and posted technical job descriptions
6. Interviewed candidates with various interview methods, including [Type] and [Type] approaches.
7. Maintained in-depth understanding of [Industry] trends and hiring desires.
8. Used Boolean searches to develop applicant portfolios for expected openings.
9. Improved office efficiency by effectively managing internal communications and correspondence.
10. Maintained work structure by updating job requirements and job descriptions for all positions.
11. Reduced expenses by analyzing compensation policies and implementing competitive programs while ensuring adherence to legal requirements.
12. Developed disaster and recovery strategy to prepare company for hazardous weather conditions, nuclear accidents and terrorist attacks.
13. Assisted senior management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations.
14. Coordinated implementation of people-related services, policies and programs through departmental staff.
15. Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.
16. Eliminated discrepancies in financial reporting and recordkeeping through accurate preparation and management of [Type] budgets.
17. Administered benefits programs, analyzed compensation and other competitive data and prepared budgets.
18. Conducted annual salary surveys and developed, analyzed and updated company salary budget.
19. Oversaw all HR needs for [Number]-employee operation across [Number] locations.
20. Planned, monitored and appraised employee work results by training managers to coach and discipline employees.