1. Sourced and selected applicants for technical positions within company.
2. Coordinated with IT team leaders to forecast hiring needs and department goals.
3. Referred candidate resumes to customer account managers for evaluation and submission.
4. Onboarded new hires and set up training.
5. Used Boolean searches to develop applicant portfolios for expected openings.
6. Interviewed candidates with various interview methods, including [Type] and [Type] approaches.
7. Wrote and posted technical job descriptions
8. Maintained in-depth understanding of [Industry] trends and hiring desires.
9. Developed disaster and recovery strategy to prepare company for hazardous weather conditions, nuclear accidents and terrorist attacks.
10. Collected and analyzed information to monitor compliance outcomes and identify and address trends of non-compliant behavior.
11. Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.
12. Eliminated process lags with quick processing of [Type], [Type] and [Type] actions.
13. Migrated legacy HRIS system to new technology to minimize business impacts.
14. Improved office efficiency by effectively managing internal communications and correspondence.
15. Worked alongside global business leader to deploy new training strategies.
16. Planned and launched large-scale events that boosted employee participation by [Number]%.
17. Maintained work structure by updating job requirements and job descriptions for all positions.
18. Administered benefits programs, analyzed compensation and other competitive data and prepared budgets.
19. Acted as staff member advocate, encouraging and supporting [Job Title]s to identify and resolve conflicts.
20. Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.