1. Sourced and selected applicants for technical positions within company.
2. Onboarded new hires and set up training.
3. Coordinated with IT team leaders to forecast hiring needs and department goals.
4. Referred candidate resumes to customer account managers for evaluation and submission.
5. Wrote and posted technical job descriptions
6. Used Boolean searches to develop applicant portfolios for expected openings.
7. Maintained in-depth understanding of [Industry] trends and hiring desires.
8. Interviewed candidates with various interview methods, including [Type] and [Type] approaches.
9. Reduced expenses by analyzing compensation policies and implementing competitive programs while ensuring adherence to legal requirements.
10. Maintained work structure by updating job requirements and job descriptions for all positions.
11. Completed human resource operational requirements by scheduling and assigning employees.
12. Planned and launched large-scale events that boosted employee participation by [Number]%.
13. Acted as staff member advocate, encouraging and supporting [Job Title]s to identify and resolve conflicts.
14. Implemented process improvements to automate office operations, including record tracking and [Type].
15. Educated staff on HR software functionality with special emphasis in [Type], [Type] and [Type] features.
16. Eliminated process lags with quick processing of [Type], [Type] and [Type] actions.
17. Eliminated discrepancies in financial reporting and recordkeeping through accurate preparation and management of [Type] budgets.
18. Planned, monitored and appraised employee work results by training managers to coach and discipline employees.
19. Administered benefits programs, analyzed compensation and other competitive data and prepared budgets.
20. Collected and analyzed information to monitor compliance outcomes and identify and address trends of non-compliant behavior.