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. Used Boolean searches to develop applicant portfolios for expected openings.
6. Wrote and posted technical job descriptions
7. Interviewed candidates with various interview methods, including [Type] and [Type] approaches.
8. Maintained in-depth understanding of [Industry] trends and hiring desires.
9. Assisted senior management with making key decisions by developing and submitting performance and compensation reports with status updates and improvement recommendations.
10. Administered benefits programs, analyzed compensation and other competitive data and prepared budgets.
11. Collected and analyzed information to monitor compliance outcomes and identify and address trends of non-compliant behavior.
12. Planned and launched large-scale events that boosted employee participation by [Number]%.
13. Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.
14. Migrated legacy HRIS system to new technology to minimize business impacts.
15. Worked alongside global business leader to deploy new training strategies.
16. Coordinated implementation of people-related services, policies and programs through departmental staff.
17. Eliminated discrepancies in financial reporting and recordkeeping through accurate preparation and management of [Type] budgets.
18. Oversaw all HR needs for [Number]-employee operation across [Number] locations.
19. Conducted annual salary surveys and developed, analyzed and updated company salary budget.
20. Implemented process improvements to automate office operations, including record tracking and [Type].