1. Educated staff on HR software functionality with special emphasis in [Type], [Type] and [Type] features.
2. Maximized team knowledge and productivity by effectively training, monitoring and directing employees in application of best practices and regulatory protocols.
3. Conducted annual salary surveys and developed, analyzed and updated company salary budget.
4. Mitigated project risks with accurate requirements gathering, planning and ongoing problem-solving.
5. Maintained work structure by updating job requirements and job descriptions for all positions.
6. Acted as staff member advocate, encouraging and supporting [Job Title]s to identify and resolve conflicts.
7. Eliminated discrepancies in financial reporting and recordkeeping through accurate preparation and management of [Type] budgets.
8. Collected and analyzed information to monitor compliance outcomes and identify and address trends of non-compliant behavior.
9. Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.
10. Worked alongside global business leader to deploy new training strategies.
11. Eliminated process lags with quick processing of [Type], [Type] and [Type] actions.
12. Developed disaster and recovery strategy to prepare company for hazardous weather conditions, nuclear accidents and terrorist attacks.
13. Reduced expenses by analyzing compensation policies and implementing competitive programs while ensuring adherence to legal requirements.
14. Planned, monitored and appraised employee work results by training managers to coach and discipline employees.
15. Implemented process improvements to automate office operations, including record tracking and [Type].
16. Administered benefits programs, analyzed compensation and other competitive data and prepared budgets.
17. Improved office efficiency by effectively managing internal communications and correspondence.
18. Planned and launched large-scale events that boosted employee participation by [Number]%.
19. Coordinated implementation of people-related services, policies and programs through departmental staff.
20. Migrated legacy HRIS system to new technology to minimize business impacts.