

# HR PROFESSIONAL READY FTVIRTUALCONSULTING1099TELECOMMUTERELOCAT



Location **Washington**  
<https://www.genclassifieds.com/x-396841-z>

No career change opportunities or mlm's.

?? Serious inquiries only. For a response to your inquiry, please follow the detailed instructions provided below. Thank you in advance for your cooperation. ??

HR PROFESSIONAL READY FT/VIRTUAL/CONSULTING/1099/TELECOMMUTE/RETAINER/CO. PAID RELOCATION

If you are looking for a solid HR Professional, Here I am. Open to FT, Contract, Consulting/1099, Virtual, Retainer, Co. paid relocation opportunities.

I have great customer service skills and believe people are an organizations primary asset! Let me care for your staff and design programs mutually beneficial for you and your staff.

??Looking for someone to be hands-on with senior executives and at all levels? Looking to streamline and revamp processes for optimal improvement? Looking for someone operationally and technically strong? Detail oriented? I'm right here!! ??

 <p>HR PROFESSIONAL READY FT/VIRTUALCONSULTING109 9TELECOMMUTERELOCATE (PG, AA, 96841-zTIES)</p>	 <p>HR PROFESSIONAL READY FT/VIRTUALCONSULTING109 9TELECOMMUTERELOCATE (PG, AA, 96841-zTIES)</p>	 <p>HR PROFESSIONAL READY FT/VIRTUALCONSULTING109 9TELECOMMUTERELOCATE (PG, AA, 96841-zTIES)</p>	 <p>HR PROFESSIONAL READY FT/VIRTUALCONSULTING109 9TELECOMMUTERELOCATE (PG, AA, 96841-zTIES)</p>	 <p>HR PROFESSIONAL READY FT/VIRTUALCONSULTING109 9TELECOMMUTERELOCATE (PG, AA, 96841-zTIES)</p>	 <p>HR PROFESSIONAL READY FT/VIRTUALCONSULTING109 9TELECOMMUTERELOCATE (PG, AA, 96841-zTIES)</p>	 <p>HR PROFESSIONAL READY FT/VIRTUALCONSULTING109 9TELECOMMUTERELOCATE (PG, AA, 96841-zTIES)</p>	 <p>HR PROFESSIONAL READY FT/VIRTUALCONSULTING109 9TELECOMMUTERELOCATE (PG, AA, 96841-zTIES)</p>	 <p>HR PROFESSIONAL READY FT/VIRTUALCONSULTING109 9TELECOMMUTERELOCATE (PG, AA, 96841-zTIES)</p>	 <p>HR PROFESSIONAL READY FT/VIRTUALCONSULTING109 9TELECOMMUTERELOCATE (PG, AA, 96841-zTIES)</p>
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- ? Benefits Administration
- ? Employee Relations
- ? Performance Management
- ? HR Policies & Procedures
- ? Health & Wellness Program
- ? Staff Recruitment & Retention
- ? Payroll Administration
- ? Human Capital Engagement
- ? HR Program/Project Management
- ? Facilities Management
- ? Orientation & On-Boarding
- ? Training & Development
- ? HR Department Start-Up
- ? Handbook/JD's

## PROFESSIONAL EXPERIENCE

### Management:

- â€¢Thoroughly educate client base and new clients on products and services
- â€¢Established HR policies including guidelines for calling in sick and scheduling time off which decreased absenteeism by over 75%
- â€¢Revamped all disciplinary procedures, created guidelines for hiring actions as well as new hire orientation and Training programs
- â€¢Effectively managed school operations including oversight of a one million dollar budget, as well as responsible for reception, cafeteria operations, maintenance staff, security, administrative staff, grant program documentation, accounting, equipment and all vendor service contracts (totaling \$150,000)
- â€¢Conducted weekly staff meetings and facilitated performance evaluations for staff
- â€¢Ex-Officio Board member
- â€¢Charged with building knowledge in the Human Resources disciplines to include, Employee Relations, Recruitment, Benefits, Compensation, HRIS, Strategic Planning and Organizational Development
- â€¢Account Manager of over 35 contract employees, responsible for all employee relation issues, performance management, benefit administration, and compensation management

### Generalist:

- â€¢Managing the day to day process for full-life cycle recruiter to include, employee relations and processing exit interviews; conducting background and reference checks, coordinating and participating in job fairs/open houses, facilitating bi-weekly orientations
- â€¢Involved in Project Management. Participated in/initiated meetings with department managers and administrators for incentive programs and conflict resolution
- â€¢Designed employee handbooks
- â€¢Conducted monthly employee morale events to include recognition programs for approximately 400 corporate employees
- â€¢Managed implementation of employment programs which supported organizational goals
- â€¢Managed Employee Relations to include, conflict resolution, recognition programs, benefits administration, education assistance

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â€¢ Provided supervisory/management training

â€¢ Payroll Administration

â€¢ Compensation Surveys

â€¢ Acknowledged for the structure and professionalism that were brought to school operations. Acknowledged for outstanding leadership, communications and people skills in building good community relations and establishing functions increasing staff morale

â€¢ Facilitate Management and Employee Trainings and New Hire Orientations

â€¢ Managed Multiple Locations

Recruitment:

â€¢ Responsible for driving and managing the full life cycle recruiting process, working closely with hiring manager/clients to define and qualify requirements as well as design and implement recruiting strategies

â€¢ Completing the process of full-life cycle recruiting to include, sourcing, screening, coordinating interviews with client/hiring managers, performing face-to-face interviews, reference checks, background checks, processing drug screenings, presenting job offers and, offer letters and, on-boarding of employees

â€¢ Use web-based recruiting software to post and advertise positions, track applicants, run staffing reports, and manage applicant files

â€¢ Negotiated compensation with consultants in order to maximize profitability

â€¢ Marketed companies service offerings. Became certified for target client accounts

â€¢ Conducted background and reference checks

If you believe we could be a great match:

Open to FT, Contract, Consulting/1099, Virtual/Telecommute/Retainer, or company paid relocation for right opportunities.

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?? In the subject line of your e-mail, Please include:

**\*\*Position Title, Company Name, Location and salary range.\*\*** ??

Also please include a summary of job responsibilities! I will respond within 24 hours along with details on my work experience! Thanks so much, and I look forward to hearing from you soon!

Tags: HR Manager, HR Generalist, Director Human Resources, Human Resource, Labor Laws, Family and Medical Leave Act (FMLA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), Sexual Harassment, Workers Compensation Claims, HMO/PPO: Medical, Dental, Vision and RX Plans, Automatic Data Processing, Inc. (ADP LLC), New Hire Orientation, Form I-9 Compliance - Via "E-Verify", Ergonomics Training, Terminations, Fair Labor Standards Act (FLSA), Non-Exempt Final Pay, Excel, Microsoft Word, Outlook, Hourly Time Keeping System: Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), Sexual Harassment, California Pregnancy Disability Leave Act (PDL), Workers Compensation Claims, HMO/PPO: Medical, Dental, Vision and RX Plans, Automatic Data Processing, Inc. (ADP LLC), New Hire Orientation, Form I-9 Compliance, - Via "E-Verify", Ergonomics Training, Terminations, Fair Labor Standards Act (FLSA), Non-Exempt, Exempt, Salaried,.