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# Example of Analyst HR Job Description

Our growing company is searching for experienced candidates for the position of analyst HR. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for analyst HR

* Preparing and processing bi-weekly payroll for all staff, which includes exempt, non-exempt, and commissioned employees
* Create, generate, and maintain effective Benefits/Payroll data, including turnover, headcount, recruiting, and other key metrics to drive organizational effectiveness
* Maintain and develop custom reports to meet the requirements of Payroll/Benefits management and staff
* Support the Configuration Analysts to compile factual and meaningful impact assessments of change requests
* Identify, own and manage the risks involved in running our business appropriate to own role, in line with the DLG risk framework and meet all the ethical, legal, risk and compliance requirements of the organisation
* Assist the Learning management team with trouble tickets, rosters and general inquires
* Support project work related to new training courses
* Support mailing of course materials
* Walk employees through problem solving process, provide feedback track issues through to resolution
* Utilize excellent customer service skills and exceed employees’ expectations

## Qualifications for analyst HR

* Ability to prioritize and manage multiple tasks concurrently under aggressive timelines in a dynamic environment, prepare briefings and reports, and summarize information on the program to leadership
* Ability to work with minimum supervision in accordance with established policies, procedures, and practices
* Bachelor’s Degree in Business Information Systems, Engineering, OR degree in a relevant field or equivalent experience from an accredited institution
* 2+ years of techno-functional experience with Oracle Taleo configuration and TCC scripting
* Demonstrated understanding of Taleo Application Framework
* Basic SQL query experience required