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# Example of Analyst, Staffing Job Description

Our company is looking for an analyst, staffing. 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, staffing

* Suggest enhancements to audit criteria as new trends emerge
* SME for ITIL processes such as incident, problem, knowledge request fulfillment, asset and configuration, project resource with a focus on ITSM processes
* Able to resolve some problems immediately, while more complex problems are assigned to second level support
* Manager wants SAP and Desktop experience SharePoint and service now being nice to haves
* Troubleshoot more complex applications, infrastructure problems or other IT problems that may have a significant impact on our Box service
* Work directly with the hiring manger and staffing vendors to oversee and manage the procurement process of engaging contractors coming through staffing agencies
* Responsible for giving guidance and answering questions from the managers and suppliers regarding the vendor management system (VMS)
* Timely and accurately prepares and analyzes all program reports on a daily, weekly, and monthly basis
* Analyzes data and trends to create awareness on potential issues and obstacles that impact timely and accurate financial reporting and the program's ability to meet its committed goals and metrics
* Work closely with project administrator confirming conformance and compliance with respect to predefined internal Corning format

## Qualifications for analyst, staffing

* Ability to effectively work with all levels of the organization required
* Proficient in Excel and Microsoft Office, analytical, problem solver, and has aptitude in measurement, assessment, and evaluation required
* Working knowledge of project management discipline required
* More than 1 year of experience working in or with airport operations required
* Experience developing best practices and conducting time studies required
* Capacity/staffing modeling preferred