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# Example of HR Data Analyst Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of HR data analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR data analyst

* Transmit payroll data to ADP using approved formats (either G2 interface or Spreadsheet Loader) as needed
* Reporting and data collection/maintenance of time activity to produce regular scorecards for Manager
* Assist with payroll/HRIS projects as needed and perform other duties as assigned
* Maintaining files and all related materials in accordance with file retention policies
* An experienced HR professional with a good grasp on employee engagement initiatives
* Able to work independently to a high standard of accuracy
* Able to analyse and interpret global data
* Produce individual data reports for our senior leadership teams globally
* Present data in a standardized manner
* A key team player

## Qualifications for HR data analyst

* Previous experience working in HR environment supporting HR Operations/Administration function, managing an HR Management System, exposure to CoreHR is preferable but not mandatory
* Trustworthy as role requires visibility of sensitive data
* Self-driven with ability to work independently with minimal supervision
* Team oriented individual willing to adapt to a fast paced and continuously improving organization
* Customer focused individual who leverages new and existing system capabilities to deliver on customer requirements
* Ability to develop and maintain relationships both within and outside of Human Resources