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# Example of HR Operations Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of HR operations analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HR operations analyst

* Responsible for Service Management of Talent Acquisitions Services within the HR Service Centre operations
* Completes and submits HRIS and Payroll data forms to the corporate Shared Services team in accordance with the HR data work flow
* Interacts with various groups such as HR Business Partners, Talent Acquisition, Finance, IT, Facilities, corporate HRIS super users and other groups to ensure all employee data is submitted for input accurately and timely
* Identifies any forms/form values that are outdated and works with the corporate Shared Services super user to update
* Provides input into making frequently-used forms more streamlined, foolproof and user-friendly
* Audits HRIS data and reports for data integrity
* Identifies data discrepancies, follows up with responsible parties until discrepancies are resolved
* Responsible for timely distribution of weekly and monthly HR reports, including organizational charts, new hire and headcount reports
* Works with various groups to maintain current and complete report distribution lists
* Responsible for generating various ad-hoc reports, including in response to client RFPs

## Qualifications for HR operations analyst

* Excellent Excel and PowerPoint skills with a deep understanding of graphs and visuals
* Several years of successful and relevant experience in a similar role, within a HR department preferably
* Training / Experience in Workday is preferred
* Requires 1-2 years or more IT/HRIS experience with global HR Technology
* Must be very analytical, a quick learner, proactive and passionate about HRIS
* Ability to work independently collaborating with team members from various business functions