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# Example of Human Resources Analyst Job Description

Our innovative and growing company is hiring for a human resources analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for human resources analyst

* Ensures compliance with applicable laws, rules, and regulations
* Assist in developing and maintaining department policies and procedures by monitoring changes in federal, state, and local laws
* Work with Immigration attorneys to secure employee work permits
* Support the Co-Head of HR with managing Administrative Assistants and Receptionists
* Maintain electronic employee files
* Pulling and analyzing reports from HR systems
* Analysis and data cleanup for system change
* Processing new hires and benefit set up
* Providing excellent customer service to the company's employees and retirees
* Collaborating with the Human Resources team

## Qualifications for human resources analyst

* Background in HR practices and/or recruiting
* Advanced expertise with MS Excel including manipulation of large databases
* Performance and talent management
* Employee engagement & advocacy
* Knowledge of HR terminology
* Proactive and solutions-oriented approach to work