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# Example of Workforce Analyst Job Description

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

## Responsibilities for workforce analyst

* Create or update department standard operating procedures as required
* Keep personal files up-to-date Annual personal details sheet to employees
* Controlling access rights to HR systems for all new and existing staff in accordance with Data Protection
* Train team on running reports and obtaining data from the system
* Representative for the organisations intranet
* Prepare monthly reports for management team
* Support managers with quarterly forecasting data requirements
* Develop scorecard to monitor KPI's
* Managing projects as requested by the Head of People Development
* Provide support for management of online adverts and candidates interviews as required

## Qualifications for workforce analyst

* Strong communication skills and an ability to liaise with senior management on a global level
* Job requires hours that often exceed 8 hours per day and 40 hours per week especially during peak periods
* Evening meetings and weekend work occasionally occur, especially during peak seasonal periods (holiday)
* Requires visual acuity to use department equipment, such as telephones, personal computers, calculators, copiers, fax machines
* Ability to understand and follow written and verbal directions in English
* Previous Workforce Management and/or Call Center experience a plus