



Example of Analyst Human Resources Job Description

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Our company is growing rapidly and is looking to fill the role of analyst human resources. 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 analyst human resources

- Schedule and maintain PS communication events
- Coordinate and organize all PS training events
- Maintain and produce Operational reports
- Proactively design reports and dashboards to help business leaders better understand the organizational trends and metrics
- Produce quarterly analytics on turn-over data, recruitment and HR metrics such as diversity, sourcing channels, and hiring statistics
- Facilitate the gathering of detailed headcount forecasting for annual operational planning
- Partner with HR Program Manager to identify opportunities to improve process optimization
- Perform other analytical duties as requested, directed or assigned
- Managing the thought process and technology solutions that drive efficiency and reduce the cost and risk
- Continuous improvement and/or troubleshooting processes already in place and designing new processes

Qualifications for analyst human resources

- Comfort manipulating large data sets
- Must possess a strong ability to manage one's own time, others' time to ensure that the work that needs to be accomplished, in a given time frame is,

- Ability to communicate effectively with all levels of management in business and IT
- Understanding of the technical designs and specifications to ensure they meet the requirements
- Willing to work during non-core hours (if required) for Global team meetings and interactions
- Expertise in OracleERP Security Administration