



Example of Analyst Human Resources Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for analyst human resources

- Process accounts and release them for trading
- Oversee maintenance of existing accounts to reflect client or account level changes
- Review and approve client contracts for PI management
- Ensure fee schedules and requested discounts are appropriate
- Receive new accounts from the FA via Online Enrollment and ensure validity of processed information
- Handle administration of employee benefit programs such as leave administration, group insurance plan employee enrolments, provident fund enrolments
- Data management and ad-hoc reporting
- Actively leading and/or participating in Asset Management and firm-wide projects related to HR and Compensation
- Employee engagement and advocacy
- Respond to employee inquiries via email and phone

Qualifications for analyst human resources

- Understanding of how to analyze and interpret HR data and make recommendations based on findings
- Knowledge of HRIS software, such as SAP/HR, SAP/BW, Business Objects, SuccessFactors or others
- 2+ years working in a Professional Services environment

- Previous Configuration experience