



# Example of Analyst Human Resources Job Description

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Our company is searching for experienced candidates for the position of analyst human resources. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for analyst human resources

- Leads and manages survey participation including identification of appropriate surveys, completion of surveys, analysis of results and recommendations, and implementation of any adjustments
- Partners with IS and HRIS peers to evaluate and recommend enhancements/new HR Information Systems that improve data integrity, analytics and reporting
- Handle benefit administration including additions/changes/terms and all employee inquiries
- Assist with annual benefit renewal process
- Prepare and process semi-monthly payroll
- Handle the firm's 401K plan including year-end testing and manage relationship and requests with the Administrator
- Manage employee relocation process
- Manage business school recruitment effort, including events and interviews on-campus
- Assist with recruitment for Operations Staff ,including screening resumes, scheduling interviews and conducting first round interviews
- Prepare employment verification and visa letters for employees

## Qualifications for analyst human resources

- Incumbent should be able to synthesize data and create summary materials
- Must be organized, able to partner and build relationships, able to multi-task,

- The ideal candidate will have the ability to identify process that can be streamlined to improve and drive synergies
- Knowledge of Aladdin, APL, Charles River, Merrill Lynch Mainframe, Revport, or Bridger
- 2+ years of prior human resource experience, within a fast-moving, high growth organization preferred
- Sharp analytical aptitude and interpersonal know-how