



Example of Analyst Human Resources Job Description

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Our company is growing rapidly and is hiring for an 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

- Recommends modifications regarding existing HR practices to management, and develops, coordinates, and implements changes as needed
- Handling all information in a confidential manner
- Supporting the Human Resources team on ad-hoc projects as required and assigned
- Execute complex research using internal/external traditional data sources
- Ensure quality data collection techniques are established for reporting
- Provide analysis and make recommendations based upon the data to be utilized in decision making and presentations for Sr
- Produce repeatable BAYVIEW data reports as required in an extremely complex data environment
- Ensure accurate and clean data that is validated for all reporting and core processes, including creating, maintaining and refining multiple categorizations
- Serve as a core team member to support all on-going HR processes requiring data, with primary support for global talent HR processes (talent management, reporting, workforce planning, and/or engagement)
- Serve as a subject matter expert to the BAYVIEW HR team on reporting projects to assure data integrity, sound statistical methodology, and effective data presentation techniques

Qualifications for analyst human resources

- Experience with UltiPro or an HRIS system is a plus
- Problem solver with an ability to think through multiple perspectives
- Comfortable adapting to change in a fast paced environment
- Flexibility in responsibilities—willing to jump in to help on any project on the team