



Example of Analyst Human Resources Job Description

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Our growing company is looking for an analyst human resources. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for analyst human resources

- Identifies and measures quantitative trends and develops recurring and ad hoc reports and recommendations relating to Human Resources programs, including the design and effectiveness of compensation and incentive programs, benefits programs, workforce metrics
- Studies procedures and workflows of a unit or program, and recommends process improvements to create enhanced business insights
- Provide analytical and transactional support as it relates to HR-Finance processes
- Partner closely with team members and Global HRCs to ensure consistent data integrity across all Real Estate employee populations
- Full responsibility for managing small to medium-sized projects. Provide assistance for large-scale projects and initiatives impacting the Sales & Marketing organization
- Provide data analysis and support for all residential sales channels including employee turnover, sales productivity, headcount, labor activity
- Perform aggregation and analysis of annual compensation process working with guidance from Corporate Compensation CoE
- Develop and manage annual calendar of HR operational items for Sales & Marketing organization
- Manage, train and develop technical solutions to the business/HR in support of the Talent Management Strategy by researching, analyzing and documenting data/solutions

Qualifications for analyst human resources

- Bachelor's degree in Human Resources or related field or equivalent years of experience required
- Minimum of 6 years human resources experience required with a minimum of 3 years of compensation, analytics, payroll and/or HRIS experience
- Certification of SPHR, PHR, CCP or related designation preferred
- Experience working with highly confidential information and exercising tact and discretion
- Strong analytical and problem solving skills including obtaining, verifying and evaluating general and statistical information
- Excellent written and oral communication skills with the proven ability to communicate with all levels including management and partners