



Example of HR Reporting Analyst Job Description

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Our innovative and growing company is looking for a HR reporting analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for HR reporting analyst

- Actively works with the stakeholder in order to receive, comprehend and deliver on expected request
- Identifies data issues and escalates to management in order to address deficiencies as identified through stakeholder engagement
- Collaborates with other departmental members as needed
- Maintains and develops necessary analytical competencies as needed
- Participate in appropriate training sessions and share lessons learned
- Competently applies knowledge of new skills learned to existing projects and to help assist stakeholders
- Maintains and develops other competencies as needed for professional development
- Key resource for developing functional and data requirements for HR data warehouse project
- Interact with IT to build HR data warehouse, source data from various source systems and existing data mart
- Design auto reconciliation process between HR data warehouse and source systems

Qualifications for HR reporting analyst

- Proficiency in Microsoft Office and computer skills is required
- Maintain HR data warehouse post implementation
- Analyse HR-related data generated from multiple sources while ensuring data

- Support business users in data exploration, and report generation with Qlikview, for management and regulatory reporting
- Interact with business users on queries / issues raised and ensure resolution within reasonable timelines independently
- Develop new HR dashboards and reports