



Example of HR Reporting Analyst Job Description

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Our growing company is hiring for a HR reporting analyst. 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 HR reporting analyst

- Liaise with owners of mandatory training modules to understand deployment requirements and confirm that training remains current and mandatory for the UK audience
 - Confirm target audiences with owners of mandatory training modules and ensure that the information is accurately reflected in My Learning
 - Work with the My Learning teams in Paris and Bucharest to deploy mandatory training to target audiences
 - Establish and carry out deployment and data quality controls for mandatory training to ensure that the correct target audiences receive all relevant training
 - Report/ escalate deployment and data quality issues to MyL teams in Paris/ Bucharest and business stakeholder
 - UK point of contact to receive and analyse error reports from My Learning relating to the deployment of training
 - Liaise with the appropriate individuals in the Paris/ Bucharest My Learning teams to rectify deployment errors relating to mandatory training modules
 - UK point of contact to receive standard reports relating to completion statuses of mandatory training
 - Manually reconcile and address data quality and reporting issues and manage/direct stakeholder's issues
 - Deliver reports in a timely manner to stakeholders within the business
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- Experience in creating reports in OBIEE
- Strong attention to detail and accuracy of reported information
- Able to work independently, detailed and analytical, and attention to data accuracy
- Knowledge of SQL, UNIX commands and Unix scripting
- Prior working experience in R and/or environment, and Hadoop cloud will be an added advantage
- Working knowledge of HR processes is a plus