



Example of HR Reporting Analyst Job Description

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Our growing company is looking to fill the role of HR reporting analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for HR reporting analyst

- Liaise with disperse group MyL organisation to deliver reports and requests
- Create and distribute useful MI dashboards to stakeholders of UK mandatory training
- Work with the Bucharest MyL team to create and deploy WebEx based training as and when required to do so
- Deliver all relevant responsibilities as outlined in the L&D Reporting Analyst RACI document to a high standard
- Assist in liaising with internal stakeholders to identify UK requirements for the Group My Learning Project
- Assist in other adhoc PTD related projects as and when required to do so
- Enhance basic reporting of data to advanced analytics like segmentation, analytics & optimization data visualization
- Support, and coordinate the development of business relevant analytics and processes
- Determine what data should be selected and evaluated to address and track various business issues
- Monitor reporting usage logs and offer recommendations for consolidation where possible

Qualifications for HR reporting analyst

- Knowledge of R and SAS/SQL
- Detail-oriented to the point of understanding the detail behind the detail
- Eagerness to learn new things and understand the bigger picture

quality of work

- An advanced degree course (B.Tech, MS or PhD) in Computer Science, Machine Learning, Statistics, Optimisation, NLP or related areas, and are passionate about Data and looking to create high business value
- Experience in service performance dashboard and reporting