



Example of Human Resources Analyst Job Description

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Our growing company is looking to fill the role of human resources analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for human resources analyst

- Continuous improvement and/or troubleshooting for processes already in place designing new processes
- Building trusting relationships and interact with various parties
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- Propose solutions via process or technical means
- Remediate first line process and technical issues
- Become an active member of Oracle Customer Connect
- Coordinate with managers to ensure invoice is reviewed and signed before processing
- Work with other team members to ensure that all systems are aligned with headcount
- Manage each clients on-boarding process, including background check and drug test if needed
- Ensure all new documents/requirements reviewed by legal before processing

Qualifications for human resources analyst

- Advanced knowledge of Microsoft Office/Suite (Excel)
- Knowledge of SAP/HR and SAP/BW
- Knowledge of Payroll and Finance fundamentals
- BA/BS with minimum 2 years of work experience in Human Resources, preferably in the Financial Services industry

- HR academic background/qualification and/or experience in compensation are an asset