



Example of Human Resources Analyst Job Description

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

Responsibilities for human resources analyst

- Serving as primary, daily contact to clients on delivery of services
- Ensuring delivery of high-quality services and products to clients
- Building relationships internally and collaborating effectively on cross-functional teams
- Demonstrating natural ease and effectiveness when dealing with clients/colleagues at all levels
- Setting up and using project management processes/systems for work stream (includes planning the life cycle of the project, identifying key project activities and milestones, etc)
- Leading configuration design sessions
- Developing product configuration
- Creating/Managing the testing strategy
- Partnering with User Enablement/HR Communications to update training and other delivery tools
- Review new accounts for client information, management and restriction data and billing details

Qualifications for human resources analyst

- General knowledge of Human Resources and Recruitment practices and disciplines either through education or other work-related experiences
- 2 to 4 years project management experience in a large organization
- Knowledge of Instructional Design (ISD) methods a plus
- Advanced knowledge of MS Excel preferred

- Bachelor's degree in Business Administration, Human Resources or Business Information Systems required