Human Resource / HR Analyst

Description

A degree qualification in business studies or the equivalent is required when becoming an HR analyst. It is desirable to have gained at least a years' experience in HR, administration, recruitment, finance or any other related subjects.

Responsibilities

- Identifying and working with the HR team to resolve various HR related issues
- Communicating with customers where necessary and helping with troubleshooting and any client business needs
- Helping with job audits and HR investigations and following up with relevant parties
- Creating and delivering specialized presentations and training on HR related topics across the business
- Providing advice and support to numerous departments in the organization regarding HR policies, processes, and best practice
- Analyzing and presenting data and reports to the appropriate area of expertise, identifying errors and advising on solutions
- Assisting the HR team in the progression and moderation of operating policies, guidelines, and systems to encourage best practices within the company
- Reviewing employee and candidate data and inputting this into relevant HR databases
- Potentially supervising with training and providing coverage and feedback of staff performance

Qualifications

A strong knowledge and confidence in the use of spreadsheets, PowerPoint, Word and other programs is desirable.

HR analyst will be expected to be proficient in the following:

- Communication, both oral and written
- Analyzing and evaluating issues in HR
- Understanding and confidence in using specific systems and programs, including excel, PowerPoint and database management
- Strong interpersonal skills and capable of communicating with individuals at all levels and from various backgrounds
- Researching and reading data and reports
- Ability to make judgements and decisions on confidential matters, and plan and manage complex administrative systems and practices

Hiring organization
Talentheed, Inc.

Employment Type
Full-time, Contractor

Duration of employment
Long Term

Industry
Information Technology

Job Location
USA

Base Salary
$ 55,000 - $ 65,000

Date posted
December 1, 2021