HR Data Analyst

Americas (virtual)

The Human Resource (HR) Data Analyst is responsible for collecting, compiling, and analyzing HR data, metrics, and statistics, and apply this data to make recommendations related to recruitment, retention, and engagement. The HR Analyst will maintain the integrity and reliability of the organization's HRIS, ensuring data accuracy and maintenance meet the needs of the HR department. In a reporting structure, this role reports to the SVP Global Human Resources.

What you'll get to do:

- Collects and compiles HR metrics and data from a variety of sources including the HRIS and payroll outputs, management, and employee surveys, exit interviews, employment records, market / industry surveys, competitors' practices, and other sources.
- Analyzes data and statistics for trends and patterns with attention to recruitment, hiring practices, engagement, turnover, and more.
- Prepares reports of data results, presenting and explaining findings to senior leadership.
- May conduct or assist with conducting classification audits to ensure that jobs are properly classified based on global and regional reporting practices.
- Assist in HRIS implementation projects and build-outs at a global level.
- May assist HR leadership with staffing, recruiting, and departmental budgets.
- May guide and/or assist with performance, benefit, and compensation review and evaluation processes.
- Prepares reports and presents findings and recommendations to the HR leaders.
- Assesses current systems and utilization; identifies and recommends improvements such as training, customization, and enhancements to maximize value and efficiency of the HRIS.
- Identifies, recommends, and programs custom functions and documentation such as automated queries, filters, macros, and reports.
- Collaborates with other analysts in finance and operations to plan, modify, and customize the HRIS and HR reports for business impact and improvements.
- Performs other duties as assigned.

Skills and experience we value:

- Bachelor's Degree, Information Technology with HR business focus preferred.
- 1-2 years' experience in HR Analyst role.
- Thorough understanding of at least one commercial HRIS product.
- Power Business Intelligence (BI) experience preferred.
- Bachelor's degree in Information Technology or related field required.
- At least three years of experience with HR business systems highly preferred.
- Excellent interpersonal and technical support skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Self-directed with the ability to keep up with a very fast-paced environment.

Benefits and location:

- The current delivery team is based in King of Prussia, PA, and this position can be based in North America
- Eligible for variable compensation plan based on performance and company goals
- Paid vacation, sick days, and holidays
- Medical, dental, and vision insurance
- 401(k) retirement plan
- Voluntary life insurance
- Flexible Work Program (work from home and hybrid options)
- Many more ancillary benefits

How to apply:

Send your cover letter and resume to recruiter@people20.com and reference the job title and location.

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