

HR Analyst Job Description template

HR Analyst Job Description Template/Brief

We are seeking a knowledgeable and analytical HR Analyst to join our Human Resources team. The HR Analyst will be responsible for analyzing and presenting data related to HR metrics, such as recruitment, retention, and performance. This role requires a deep understanding of HR processes, proficiency in HRIS systems, and the ability to use data to inform HR strategies and decisions.

HR Analyst Job Profile

An HR Analyst plays a vital role in collecting, structuring, analyzing, and reporting on HR processes and data. They provide essential insights that aid in strategic decision-making and help optimize HR policies and practices. This role bridges the gap between HR and data analysis, ensuring that HR strategies are data-driven and effective.

Reports To

The HR Analyst typically reports to the HR Manager or Head of Human Resources.

HR Analyst Responsibilities

- Collect and analyze HR data to identify trends and recommend solutions to improve performance, retention, and employee experience.
- Maintain and update HR databases with employee information, performance reviews, and other relevant data.
- Prepare reports on HR metrics, like company turnover rates, cost-per-hire, and diversity statistics.
- Analyze training needs in collaboration with departmental managers.
- Monitor the organization's salary structure and benefits provision to ensure a balance between control of costs and attracting and retaining staff.
- Study and analyze external labor markets, trends, and best practices.
- Assist in the development and implementation of HR policies and procedures.
- Support HR team in various initiatives, such as performance evaluation, recruitment, and employee engagement.

HR Analyst Requirements & Skills

- Bachelor's degree in Human Resources, Business Administration, or related field.
- Proven experience as an HR Analyst or similar role.
- Strong analytical and problem-solving skills.
- Proficiency in HRIS systems and MS Office, particularly Excel.
- Excellent attention to detail.
- Strong communication skills, both written and verbal.
- Knowledge of various HR functions and best practices.