
Title: Reporting Analyst

Company Overview

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

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Position Overview

The Reporting Analyst will be responsible for handling incoming reporting requests for all customer business lines relating to Shared Services. In the near term this role will report to the SVP of Shared Services. This individual will be providing support to the clients supported by the Shared Services across all business lines. The Reporting Analyst will be providing support to both internal, and external customers.

Primary Responsibilities

- Work with managers and executives to gather reporting requirements and specifications
- Maintain a wide array of data-related reporting requirements and associated business processes and procedures for report development and distribution
- Takes an active role in data analysis and interpretation and exercises sound judgement to ensure a high level of timeliness and value for business leaders
- Prepare business reports and presentations for use internally with leadership as well as with clients
- Collaborate with IT on tools and technologies for report development and deployment
- Identify opportunities to improve reporting and develop solutions to enhance reporting capabilities
- Ideal candidate will have MS Office skills, and be adept at adopting multiple systems to manage the work
- Position requires some knowledge of data management pertaining to order, invoice, transaction reconciliation and data entry.
- Person must be detail oriented, and have a high level of accuracy
- Responsible for timely response to all initial incoming telephone and email requests
- Assist clients in a supportive, professional manner
- Adept at learning a variety of proprietary systems
- Other work as assigned

Title: Reporting Analyst

Education and Experience

- Bachelor's Degree or equivalent
- Preference experience of a minimum 2 years in Staffing Services or Human Resources operations
- Exceptional customer service skills and demeanor
- Strong verbal and written communication skills-
- A high level of attention to detail-
- Ability to demonstrate MS Office Skills, including intermediate to advanced MS Excel Skills
- Professional and engaging, with solid organizational and time management skills-
- Self-directed with the ability to keep up with a very fast-paced environment-
- Minimum 2-3 years of professional experience

People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.