

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.

About People2.0

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. [People20.com](https://people20.com)

People2.0 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.