**Human Resources Analyst - Job Posting**

**YOU WOULD BE GREAT FOR THIS POSITION IF YOU…**

* Enjoy analyzing data – compensation/wages, turnover, retention, survey results, etc…
* Love Excel – a master at formulas and manipulating spreadsheets
* Are okay with multiple proposals and changing course last minute
* Have an exactness factor and attention to detail in your DNA
* Enjoy problem solving and conducting research
* Comfortable working with all levels of the organization
* Always willing to grow and work with a position where duties can be fluid at times
* Are passionate about process improvement through analysis

**HOW WILL YOU QUALIFY?**

Bachelor’s degree required. Minimum of two (2) years’ HR experience or commensurate experience may be considered. Strong technical skills and report writing experience required.

Strong working knowledge of Microsoft programs including Word, Excel and Outlook. Use or knowledge of compensation practices and/or philosophies.

**WHAT ARE YOU GOING TO DO WITH YOUR TIME (not all inclusive)?**

* Leads the administration of compensation programs – including job evaluation/classification, salary studies, competitive offers, incentive plans, salary structures and market evaluations.
* Provides and interprets analysis of various human resource programs and initiatives
* Creates reports for all areas of human resources using a variety of different types of reporting tools
* Leads the process in determining the financial impact related to compensation changes
* Provides expert technical, business and analytical support for the department
* Coordinates with payroll and HRIS on activities related to the human resources system of record
* Identifies areas for improvement in HR or related systems, processes and programs and develops solutions
* Leads routine reviews and audits of HR data to ensure integrity of the systems
* Routinely has access and knowledge of confidential, sensitive information requiring discretion and independent judgment.

**GREAT PERKS FOR YOU!**

Attractive Compensation Package • Retirement Savings Account 401(k) with match • Paid Time Off with Cash-out Option • Generous Health Benefits Package including medical, dental and vision • Pre-Tax Savings Plan • Short Term Disability • Long Term Disability • Education Reimbursement • Employee Wellness Program, Plus so Much More!

For more information and to apply online please visit our website at <https://www.bryanhealth.com/careers/job-opportunities/>