

## HR Analyst (Mandarin Speaking)

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Company: Randstad Perm Professionals

Location: City of London

Category: other-general

Owing to growth a leading global financial services company are looking for an experienced Mandarin-speaking HR Data Analysis Specialist joining their team to support the APAC, European & US markets.

Duties include:

The Human Resource (HR) Analyst will collect, compile, and analyze HR data, metrics, and statistics, and apply this data to make recommendations related to recruitment, retention, and legal compliance.

\*Compile HR data and metrics from the human resource information system (HRIS) and payroll outputs

\*Design and manage employee surveys and exit interviews

\*Develop assessments for potential and current employees and update employment records

\*Support recruiting processes with data and statistics for trends and patterns

\*Present results of employee performance evaluations

\*Gather and disburse government labour statistics, new employment regulations, and labour laws

\*Analyze competitor's practices and make recommendations to management

\*Educate employees about company policies and HR practices

\*Prepare reports of data results and present findings to senior leadership

\*Recognize and suggest short-term and long-term goals, milestones, and benchmarks for key performance metrics

\*Facilitate implementation of new employee training, development, recruiting, and other related initiatives

\*Contribute to system decision-making, scoping, and arranging HR system projects in support of the overall HR strategy

Must have requirements:

\*Minimum 6 years of HR experience

Bachelor's degree in Human Resources Management, Business Administration, Industrial Psychology, or related field

5+ years of experience working in the human resources field

5+ years of experience in human resources analytics

5+ years of experience improving employee's experience and performance management through data analysis

Strong analytical and problem-solving skills

Proficient with Microsoft Office Suite

Capacity to apply discretion and maintain a high level of confidentiality when handling sensitive information

Ability to develop and manage interpersonal relationships at all levels of the company

Excellent communication skills, both written and verbal

\*Be proficient in both English and Mandarin

\*Have a Bachelor degree or CIPD accreditation in HR is preferred

If this sounds like YOU and can hit the ground running in this exciting role do not hesitate and click APPLY today!!!

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