

HUMAN RESOURCES ANALYST IN PITTSBURGH, PA

SEEKING CANDIDATES WITH EXCELLENT MICROSOFT OFFICE AND EXCEL KNOWLEDGE, SELF-MOTIVATION, AND MULTI-TASKING SKILLS TO ASSIST WITH CARRYING OUT VARIOUS HUMAN RESOURCES PROGRAMS AND ASSESS CURRENT PRACTICES TO IDENTIFY IMPROVEMENTS.

ABOUT OUR COMPANY:

With over 20 years of experience in supporting corporate and federal recruitment, workplace mentoring, and technology accessibility initiatives, Bender Consulting Services, Inc. is the leading national expert in disability employment solutions for private and public sector employers. To learn more about how to start your career with Bender Consulting Services, Inc., please visit our website at www.benderconsult.com.

HOW TO APPLY:

To apply for consideration for the following career opportunity for people with disabilities, please visit www.benderconsult.com/careers/submit-resume and complete the electronic form.

POSITION DESCRIPTION:

- Assist department personnel in carrying out various human resources programs, projects and procedures with professionalism, discretion, and good judgment.
- Maintain personnel records and create an efficient office environment through proper file and report organization.
- Assess current operating/organizational practices and procedures to identify and implement improvements through new or revised systems.
- Compile reports from human resources management systems and other databases.
- Maintain company organizational charts, employee directories, and employee lists.
- Coordinate and provide clerical and secretarial functions for effective policy administration for the human resources team.
- Maintains high standards of confidentiality of all employee records and information.
- Responds to general human resources inquiries.
- Perform all job duties as assigned.

QUALIFICATIONS:

- Bachelor's degree required.
- Excellent Microsoft Office skills, with an emphasis on Microsoft Excel.
- Ability to handle multiple tasks in a fast-paced environment with dynamic schedules.
- Demonstrated ability to work independently on a broad variety of projects.
- Exhibit effective judgment, sensitivity, confidentiality and creativity to changing needs and situations in a fast-paced environment with dynamic schedules.
- Excellent organizational, multi-tasking, and teamwork skills.
- Self-motivated with the ability to work independently as needed.