

HR Reporting and Analytics Associate

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Company: Michael Page

Location: United Arab Emirates

Category: other-general

The Role

The client is looking for an HR Reporting & Analytics Associate. The position will be based in Abu Dhabi and reports to the Global Head of Reward. Client Details The primary goal for this position is to transform data into meaningful information. The role involves actively engaging in the collection, analysis, reporting, and interpretation of employee data from different group companies to discern trends and offer insights. Additionally, the role will communicate these findings effectively to stakeholders within HR and across the organisation. The role will drive HR data reporting and analysis initiatives at group level, influencing decision-making and shaping strategic direction using HR data managed by various subsidiary companies in their respective HR systems. Description The Key responsibilities include: * Collect and analyse HR data from various sources and systems. * Use data analysis techniques to identify trends, patterns, correlations, and insights related to HR metrics and key performance indicators (KPIs). * Design, develop, and deploy standard and ad hoc reports, templates, dashboards, visualisations, scorecards, and metrics. * Establish a baseline for group HR reporting, enabling in-depth analysis and providing clear and compelling strategic decision-making recommendations. * Collaborate closely with key stakeholders in HR, Finance, and ESG, participating in projects to understand their reporting vision and translate it into actionable metrics and insights. * Ensure compliance with Data Privacy and Protection Guidelines, focusing on data accuracy, privacy, and security. * Support HR data requirements for regulatory reporting, audits, and compliance purposes. * Drive continuous improvement of HR reporting and analytics for accurate business insights

and informed decision-making. * Identify opportunities for process improvement and automation to enhance efficiency and accuracy in Fertigllobe group HR data reporting analysis. * Develop and deliver training to HR colleagues on extracting HR data and generating insightful metrics from the HR system. * Organise and facilitate workshops on how to read and interpret HR reports. * Drive continuous improvement of data collection processes at FG Group level to enhance data quality, accuracy, and auditability based on HR reporting needs. Job Offer A relatively young company that operates in a very dynamic, international environment. There are little legacy systems or rigid governance structures allowing the role to bring ideas to the table and to drive the implementation of initiatives that increases the effectiveness and efficiency of the data collection and reporting.

Requirements

The Successful candidate will have/be: * Bachelor's degree in Business Administration, Human Resources or a related field. * 3+ years of experience in HR data management or a related field. * Fluent in Arabic and English. * Strong analytic and problem-solving skills. * Proficient in data management software and tools. * Demonstrable experience maintaining and structuring complex data sets. * Demonstrable strong experience with reporting solutions and data visualisation tools (e.g Tableau / Power BI / Qlik). * Excellent communication and presentation skills. * Ability to work independently and as part of a team. * Ability to work with confidential information. * Able to work under pressure to reporting deadlines. * Self-motivated, grit & tenacity, proactive and capable of working on own initiative with limited supervision. * Master in MS Excel & PowerPoint. * Knowledge of HR best practices, HR processes.

About the company

Michael Page is one of the world's leading professional recruitment consultancies, specializing in the placement of candidates in permanent, contract, temporary and interim positions with clients around the world. The Group has operations in the UK, Continental Europe, Asia-Pacific and the Americas. In the Middle East we focus on the areas of: Finance & Accounting Banking & Financial Services Procurement Property & Construction Engineering & Supply Chain Oil & Gas Technical and Engineering Human Resources Sales Marketing Technology Secretarial Executive Search Legal The Group operates through 161 offices in 33 countries and employs over 5,000 employees worldwide.

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