



Technical Analyst

Location: Boston, MA, US, 02110

Job Requisition ID: 3804

One to three years experience implementing and or supporting two or more Human Capital Management applications in the area of talent acquisition/management systems, time tracking/payroll systems, benefits systems, and report writing.

Solid understanding of all Human Resource Functional Service processes (employment, benefits, payroll, training and development, compensation regulatory reporting, etc.).

Strong organizational and time management skills, effectively managing work flow and ability to manage multiple tasks and timelines

Excellent oral and written communication skills and the ability to communicate complex information in a succinct, organized manner

Ability to work in a fast-paced environment with multiple and changing priorities

Detail-oriented with solid interpersonal and collaborative work skills

Physical Requirements:

- Might be in a stationary position for a considerable time (sitting and/or standing).
- The person in this position needs to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to collaborate with colleagues via face to face, conference calls, and online meetings.

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