**Senior Recruitment Analyst JD - Human Resources**

Position : Senior Recruitment Analyst

Line of Business : Shanghai Disney Resort

Department : HR

Location : Pudong, Shanghai

Reports to (Title) ：Director, Recruitment

**Position Overview**

A Sr. Recruitment Analyst will be responsible for supporting all measurement and analytics for the recruitment organization across Shanghai Disney Resort. The individual should thrive in a data rich environment where they will be responsible for extracting data from our HR recruitment system and transform it into actionable analysis/reporting, dashboards, and forecasts that support the business needs of the recruitment organization. This analyst will have a natural curiosity to identify and analyze trends to facilitate short and long term business decisions and improve performance results. To help achieve this, this individual will need to create and maintain consultative relationships throughout all client organizations and key partner groups including Finance, Workforce Analytics, HRIS, Workforce Management, and Talent Management to ensure integration and connection of information. The analyst will help blaze new paths in employee related research; developing complex modeling that serves business needs, and helping to maximize the Company’s investment in recruitment strategies.

**Key Responsibilities**

* Develop and execute on strategic priorities and plan for all recruitment analytics & insights
* Consult with segment/functional recruitment teams and recruitment COEs to understand, prioritize, and deliver recruitment analytics and insights
* Define and track measures, such as recruiter, client and candidate satisfaction, recruiter productivity and candidate quality, to continually find ways to advance the recruitment organization
* Responsible for ensuring consistent reporting, forecasting, and diagnostic analyses of business issues for the recruitment organization
* Develop relationships with segment and enterprise recruitment leaders and business partners to ensure integration and connection of information.
* Drive process improvement initiatives for client businesses on optimization of system usage to support reporting objectives.
* Develop and implement reporting strategy and project plans for recruitment businesses.
* Responsible for ad hoc analysis of recruitment data to identify opportunities to more effectively focus on quality of hire and process efficiencies.
* Establish regular reporting to measure candidate slate, composition of candidate pipelines, and yield conversion from sourcing strategies.
* Analyze the effectiveness of various recruitment strategies including intern conversions, conferences, and networking events.

**Required Qualifications**

* Bachelor’s degree or equivalent
* 5 years’ experience in an Analytical or Research related field
* Demonstrated strong analytical and quantitative skills
* Fluent in English, demonstrating strong verbal and written communication skills
* Demonstrated ability to manage multiple tasks and/or projects and follow thru on all commitments with minimum oversight with minimal supervision
* Demonstrated aptitude to quickly learn various software systems
* Ability to synthesize multiple data inputs to create an actionable story for clients
* Ability to work autonomously, make independent decisions, and react professionally to changing conditions
* Ability to handle and maintain confidential information
* Prior experience with statistical software packages, SAP administration tools, Kenexa and/or Microsoft suite (Access, Excel, PowerPoint, SharePoint, Word, and Project)

**How to apply:**

Please send your CV to John.Xu@disney.com, titled with “Fudan Alumni apply for Senior Recruitment Analyst”

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