

Looking for a Career in HR Consulting?

If you are a high achiever, analytical and yet action oriented, hungry to learn and eager to contribute and are looking to develop a career in HR consulting, Towers Perrin may be the place for you!

About Towers Perrin and HR Services

Towers Perrin is a global professional services firm that helps organizations improve their performances through effective people, risk and financial management. Through its HR Services business, Towers Perrin provides global human resource consulting that helps organizations effectively manage their investments in people. Areas of focus include employee benefits, compensation, communication, change management, employee research and the delivery of HR services. The firm's other businesses are Reinsurance, which provides reinsurance intermediary services, and Tillinghast, which provides management and actuarial consulting to the financial services industry. Together, these businesses have offices and business partner locations in 25 countries. More information about HR Services is available at www.towersperrin.com/hrservices.

The Job

As an analyst for the Asia Pacific Databases team, you will ensure high quality compensation and benefits data and analysis on a regional basis. This will include database management relationship building and additional responsibilities.

Key Responsibilities:

Database management

- Take responsibility for data loading processes, including cleaning, analyzing, loading and validating data.
- Produce standard reports including published reports; run adhoc reports as per client requests.
- Manage data audit process on a regular basis to ensure quality and consistency of data in this region.

Relationship building

- Work closely with Account Managers to ensure quality and consistency of data and to build working relationship; ensure Account Managers are kept up to date on status of data for their country.
- Contact client to reconcile validation queries.

Additional responsibilities

In addition to the main, on going responsibilities, there will be various internal projects in which the analyst will be involved depending upon interests.

The Candidate

1. Strong educational background - degree or equivalent (applicants with a major in Statistics or Mathematics with strong interest in the compensation or broader HR field will be considered).
2. Ability to manage multiple projects/tasks concurrently.
3. High level of attention to detail.
4. Good knowledge of Microsoft Word, Excel and basic knowledge of databases e.g., Access, Macros, etc.
5. Good planning and organizing skills, with the ability to work well under pressure and meet tight deadlines.
6. Client focused with a commitment to achieving a high quality product.
7. Team player.
8. Good analytical and numerical skills.
9. Excellent communication skills.
10. Ability to speak and understand additional language, e.g. Chinese, Japanese, Korean would be an advantage.

Application

Please apply with full details of academic achievements and qualifications including scanned copies of academic transcripts by email to recruitasia@towersperrin.com. Please indicate position applied for in the email subject. Alternatively you may post them to:

Towers Perrin
#33-01, Menara Dion
27, Jalan Sultan Ismail
50250 Kuala Lumpur

Application to Survey Analyst Position

Only short listed candidates will be notified.