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# Example of HR Systems Job Description

Our company is looking to fill the role of HR systems. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for HR systems

* Educates and elevates the awareness of business leaders and internal HR clients regarding availability and use of analytical tools, techniques, and the opportunities that exist with strategic use of HCM information assets
* Designs and develops reports, presentations and visual aids designed to educate, inform and influence the decisions of HR clients and business leaders
* Creates a network and/or community of practice across the organization to share reporting best practices
* Responds to complex on demand requests to include data extraction and report writing/interpretation for senior management and business partners
* Responds to requests from HR, legal and audit
* Collaborates with cross functional teams, including IT, Finance, Legal, and Diversity, to provide sound data driven solutions
* Generates standard, custom, quarterly, annual and ad-hoc reports as needed by business
* Follows data management and compliance requirements
* Serves as a business partner focusing on brokering solutions to business problems
* Collaborates with other HR professionals in delivering quality support to the client groups

## Qualifications for HR systems

* Ensure processes are properly documented, communicated and published for the HR teams employees and managers
* Prior experience in a Human Resources support position strongly preferred
* Excellent data entry and proofing accuracy is imperative
* Must possess a high degree of professionalism, judgment and accuracy
* Ability to maintain a high level of confidentiality and handle confidential information responsibly
* MS Access, PeopleSoft, and/or Workday experience a plus