Downloaded from <https://www.velvetjobs.com/job-descriptions/hr-systems>

# Example of HR Systems Job Description

Our company is searching for experienced candidates for the position of HR systems. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HR systems

* Provide first line of technical support for HR/Payroll System users and/or their IT support person when system issues are encountered
* Maintain HRMS/Payroll system security structure, ensuring that proper controls are in place
* Partners with Organizational Effectiveness function to execute OE principles in order to ensure organizational effectiveness
* Helps to coordinate Talent Management strategies to include workforce planning, succession planning, knowledge transfer and talent acquisition
* Investigates and helps to resolve Employee Relations issues and complaints, including ADR case investigations
* Provide Human Resources Focal Point support for a designated functional areas and subject matter expert areas
* Travels to offsite facilities in support of HR programs, leadership development, conflict resolution and case investigations
* Participates in and promotes a team environment by working with own organization and other organizations in the accomplishment of team responsibilities and objectives
* Responsible for managing the support and maintenance of Workday, the core HRIS system and Saba, Learning Mgmt System
* Partner with Managers and Executives throughout the HR Organization to understand their roadmaps and technology requirements

## Qualifications for HR systems

* 4-6 yrs HR Systems experience required
* Must be available for overtime as necessary, at times on short notice
* Experience of understanding IT methodologies
* Operates to the highest standards of data confidentiality
* Familiar with SAP HCM module a definite advantage
* Strong interpersonal with can-do attitude and ability to think outside the box