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# Example of HRIS Administrator Job Description

Our company is growing rapidly and is hiring for a HRIS administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HRIS administrator

* Troubleshooting of reported issues from users and functional owners of SAP outbound files, and functional leads of internal HR teams
* Maintenance of security roles for access to SAP/MyConnect and other HR systems
* Manages the User Acceptance phase of the project in conjunction with the internal team and the benefit technology project manager
* Provides administrative assistance to the project team including maintaining schedules and meetings, updating team on the progress and coordinating meetings and travel arrangements
* Exercises initiative in performing administrative duties and resolving problems
* Define, analyze and prioritize business requirements
* Identify areas for improvement in both the processes and systems
* Manage day-to-day operations, monitor mailbox and support lines, document processes, producing training materials, deliver training and provide ongoing support and data analyses to end users
* Investigate system issues, trace and log these with system providers and Jira system, review and analyse requests for system changes, providing options and recommendations, working with technical and business analyst resources as required, escalate issues where necessary
* Manage integrity of data flows from and to different systems and any other associated databases ensuring effective management of necessary controls

## Qualifications for HRIS administrator

* Positive attitude and ability to work with and for a team
* Bachelor Degree in Computer Science, Information Technology, MIS, Business, Human Resources AND a minimum of 8 years’ work experience performing a substantially similar role OR a Master’s degree in one of the fields noted above or another relevant discipline AND a minimum of 6 years’ experience performing a substantially similar role
* Research and analytical skills with proven experience in analyzing, troubleshooting and resolving technical issues
* Ability to learn new applications/functionality
* Understanding of user interfaces and how it relates to configuration setup tables and business processes
* Strong technical aptitude and an ability to research/solve complex issues independently