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# Example of HRIS Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of HRIS coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HRIS coordinator

* Provides support for systems data audits and communicates required changes to HR, Payroll and other departments as needed
* Process various types of HR data transactions
* Assist in the coordination and administration of the variable compensation plans
* Troubleshoot data errors and provide assistance in resolving system problems and unexpected results
* Support the review, testing and implementation of new processes and systems
* Assist in the system configuration, testing and maintenance to support the US Benefit Programs, particularly during Open Enrollment
* Develop and update training documentation of system processes and procedures as needed
* Provide and analyze monthly and ad-hoc reporting as required
* Partner with HR team and provide HRIS support as needed
* Production Support - Including, but not limited to, data entry, workflow management, retail support, hub support (phone and email), and auditing employee level data

## Qualifications for HRIS coordinator

* Experience within a global organization and ability to interact with various departments and levels of management a plus
* Adheres to strict confidentiality requirements and protection of sensitive HR data
* Ability to investigate and research questions and problems and clearly communicate the reason and solution
* Must be very detail oriented, highly organized and responsive
* Must be able to take initiate and work well both independently and in a team
* High school diploma required, Associate or Bachelors Degree preferred or equivalent experience