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# Example of HRIS Coordinator Job Description

Our company is searching for experienced candidates for the position of HRIS coordinator. 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 HRIS coordinator

* Work closely with other members of HR, Payroll and Benefits to coordinate year-end compensation and benefits changes
* Utilize ECM scanning system by sorting, prepping, scanning, validating and auditing associate paperwork into the appropriate files
* Collaborate with Field Leadership, Charter Owners, Hospital and CTS associates to ensure timeliness and accuracy of all data for new hires, associate changes
* Use understanding of system interface connections to answer and troubleshoot questions on system access (email, Dayforce, OLM, FIDO, MSS)
* Resolve all end-user issues with systems
* Create Standard and Adhoc reports to individuals and departments throughout the firm within Ultipro and People Soft
* Troubleshoot system issues and resolve
* Assist end users with password resets, and login issues
* Audit Ultipro and PeopleSoft Data
* Data entry and production of reports

## Qualifications for HRIS coordinator

* Years of prior experience working with HR & Benefits business processes and systems is preferred
* Associate’s degree preferred, or the equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities
* An Associate or Bachelors’ degree in an HR related field
* Knowledge of HRIS database administration, preferably in Oracle products including Fusion and Taleo is preferred
* One to two years of HRIS or HR generalist experience
* Have a clear understanding of the importance of confidential information