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# Example of HRIS Specialist Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of HRIS specialist. 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 specialist

* Create relevant reports within Colleague associated reporting tools and train others on basic reporting issues and needs
* Coordinate with IT to conduct system enhancements and customizations assist in determining HR needs for such enhancements and/or upgrades
* Creation of new positions, new organizational units, and new object relationships
* Maintenance of existing positions, existing organizational units, and existing object relationships
* Cost Center Assignment
* Assisting in the coordination of year-end processing
* Assisting in HRIS data management, including new hire and transfer processing
* Providing ad hoc reporting and project support
* Responds and resolves organization and position management related inquiries from Employees, Managers, and Centers of Expertise
* Approves and facilitates HR transactions as required by automated workflows and processes HR transactions for employees and managers when the primary self-service channel cannot be used (MyHR portal)

## Qualifications for HRIS specialist

* High school diploma required, Bachelors Degree preferred or equivalent experience
* Able to sort through issues, seek input from others
* Complete tasks in a timely manner, is punctual at work and in meetings
* Knowledge of PeopleSoft HR system and SuccessFactors is preferred
* Identify and manage the resolution of data quality issues, such as integrity, accuracy, consistency and completeness in a cost-effective and timely fashion
* Maintain/Create process documents, training material and work instructions and ensure that data management methodologies deliver high quality data