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# Example of HRIS Specialist Job Description

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

## Responsibilities for HRIS specialist

* Enter all personnel/employment data into Compass
* Work with Corporate COEs to ensure workforce structures are maintained & up to date for proper person categorization
* Serve as the Core HCM lead overseeing the ongoing design and build of Hire to Retire business processes security administration
* Collaborate in testing for system configurations and/or upcoming Workday releases
* Participate in the expansion and further development of the HRIS System
* Import / update employee data when needed for new implementations of the system and mass changes
* Monitor integrations to related systems to include Active Directory and any future integrations
* Prepare the system for the annual goal and performance management cycle to include updating goal plan / performance review form / calibration templates as needed, maintaing the goal library
* Prepare the system for the annual merit increase cycle to include creating the template for the cycle
* Provide administrative support to the Talent Acquisition team for the Recruiting module to include maintaining the career landing sites in all languages, managing e-mail templates, managing the job requisition process

## Qualifications for HRIS specialist

* Epitomizes the company's cultural values, demonstrating an ability to put goals of the brands ahead of individual considerations
* Strong customer service skills attention to detail
* While performing the duties of this job, the employee is required to sit, talk, hear, lift, stand, walk and use hands to finger, handle or feel objects, tools or controls
* Develops and runs basic queries from HR reporting tools as needed, including management reporting
* A tenacious and relentless attention to details in data management and auditing will be critical
* Proven experience with setting up excel files in an organized, precise and professional manner (print-ready)