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# Example of HRIS Job Description

Our growing company is searching for experienced candidates for the position of HRIS. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for HRIS

* Test and implement new versions and fixes to HR software
* Manage, monitor and support the daily operation of the HR database
* Function as the Project Manager for all HR system upgrades and implementations
* Prepare HR paperwork, packets, and tracking of employee transactions (RIFs, promotions)
* Translate and document non-technical requirements into technical concepts with a comprehensive understanding of HR applications and technical interdependencies
* Perform HR application password resets and user set-up, system administration and troubleshooting for issue resolution
* Maintains quality and consistency of HRIS database and other HR platforms
* Maintain all existing HR systems ensuring 100% compliance with regulations
* Assist in implementation/testing of new and existing HR systems
* Participate in new hire orientation as needed (HR paperwork)

## Qualifications for HRIS

* 1+ years of experience in a similar role focusing on data integrity is highly preferred
* Experience in Lawson HRIS is a plus
* Must be bi-lingual in Spanish/English
* Must have a strong focus on accurate and quality work
* Must have excellent customer service and communication skills, written and oral
* Must have an understanding of client confidentiality