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# Example of HRIS Job Description

Our company is hiring for a HRIS. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HRIS

* Assist the Director of HR Ops with the implementation of approved business HR initiatives
* Manages the Merit and Promotion process and other Advanced Compensation functionality within Workday
* Develop, deliver and improve HR processes, programs and systems
* Provide oversight and structure to HR projects with an objective to ensure repeatable project success through organizing projects in a structured portfolio, providing methods, processes and tools to plan, execute and monitor projects
* Work with HR team to test and gain user acceptance for all development and upgrades
* Auditing and refinement of HR data
* Manages the deployment, development, enhancements and maintenance of the Workday system
* Lead implementation of new functionality and uptake of enhancements within Workday (with new releases)
* Interviews, hires, trains, and supervises HR staff
* Maintain a strong and collaborative relationship with HR and IT and serve as a strong advocate of the new/enhanced process or solution

## Qualifications for HRIS

* Proficient with use of MS Word, Excel, and PowerPoint
* 1-4 years HR Systems experience
* Payroll entry experience, human resources and customer service/banking experience a plus
* Bachelor’s in HR, Business or Information Systems desired, relevant work experience can be substituted for education
* Experience with SQL and system conversions
* Microsoft Excel expertise (Formula creation, Pivot tables)