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# Example of HRIS Job Description

Our innovative and 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

* Technical Support - Provide support for HR related systems including, but not limited to, researching and resolving HRIS problems, unexpected results or process flaws
* Assemble benefit and new hire packets
* Use EVerify to verify new hire I-9 information
* Greet internal and external visitors
* Answer phone, direct call or take messages, if needed
* Process and complete various projects such as Birth and Death announcements, Blue Chip awards program, bus passes, discount tickets and bulletin board postings
* Set up meetings, appointments, conference rooms, as required
* Other duties as assigned by the HRIS Supervisor or Manager
* Provide business support during key processes talent, mass data updates
* Provide guidance on reporting and assistance with scheduling

## Qualifications for HRIS

* Medium knowledge of PeopleSoft – HRIS (or similar system)
* Preferred knowledge of Kronos, Taleo Enterprise or SuccessFactors
* Strong knowledge of Microsoft products, specifically MS Excel and MS Access
* Preferred knowledge of complex query and report writing tools
* Contribute to HR System projects
* Degree in HR, IT or related subject or equivalent experience