Downloaded from <https://www.velvetjobs.com/job-descriptions/hris>

# Example of HRIS Job Description

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

* Build and maintain a strong functional HRIS team through effective recruiting, training, coaching, team building and succession planning
* Assumes role as content management providing updates and direction on HR related content stored on various systems (Open Text, SharePoint, ) and utilizing various tools (Adobe Lifecycle)
* Assists in the development of user procedures, guidelines and documentation for HR related systems
* Assists with special HR-related projects and provides training to other staff members as assigned
* Assist in developing and designing HRIS including workflow automation, data validation, security maintenance, training
* On-going creation of business analysis deliverables spanning the enterprise for stakeholder approval using best practice methods and tools
* Recommend process improvements to streamline and provide efficiencies through automation and process redesign
* Effectively manage ongoing relationships with third-party vendors to ensure they adhere to established processes, meet agreed upon service levels and promptly address any participant issues that may arise
* Manage a team of subject matter experts and super users
* Provide and enable the education and coaching of direct reports

## Qualifications for HRIS

* Good understanding of human resources functions
* Ability to multitask in a fast-paced multi-national or global organization
* Requires a minimum of 4-6 years’ experience in human resources, with an intermediate knowledge of human resources systems, programs, processes, policies, and regulations
* Experience with support and maintenance of case / ticket management system
* Experience with maintenance and testing of HRIS systems required
* Prior Project Management experiences preferred (cross-countries)