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# Example of Manager HRIS Job Description

Our company is growing rapidly and is hiring for a manager HRIS. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for manager HRIS

* Play the Workday SME role to help us leverage the technology to it’s fullest
* Help us establish and then maintain and evolve security administration for Workday
* Special focus on metrics and analytics and ability to create reports and dashboards as required by the business
* Ensure the HR Shared Services teams are adequated trained and prepared to support the launch and life of a product or new features
* Coordinating and leading daily HRIS team activities, including managing and mentoring the HRIS Administrator to perform day-to-day functions for various internal and external clients
* Running audits on a regular, scheduled basis to ensure that complete and accurate information is maintained in HRIS
* The design and smooth functioning of the Manager and Employee Self Service Profile application within PeopleSoft
* Providing direct supervision, mentorship, and training for the HRIS Administrator
* Assist HRIS System Manager with system upgrades, configuration and project implementations
* Create action plans, test scripts, project charters, and impact gap and needs analysis

## Qualifications for manager HRIS

* Ability to work alone and within a team environment
* Experience working on a cross-functional HRIS project and global HRIS environment
* Experience with Workday, Taleo, ADP, HRB, and other HR Systems
* Strong analytical skills, including intermediate to advanced proficiency in Excel
* A Bachelors Degree (an equivalent combination of education and experience may be considered)
* At least 3 years of related PeopleSoft HCM system experience