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# Example of Manager HRIS Job Description

Our company is looking for a manager 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 manager HRIS

* Lead the HRIS function while managing day-to-day activities to support HR, Payroll, Benefits and other inter related functions
* Serve as liaison between HR, Benefits, Payroll and IT to ensure collaboration and cooperation
* Manage HRIS staff, Employee life-cycle processing
* Manage corporate orientation and other training lists, including those who've missed training and need to be re-invited
* Assist in training end users on new processes/functionality
* Help maintain data integrity in systems by running various report
* Document processes and results of different project / task
* Perform data collection and data analysis
* Designs, develops, tests, and directs on-going administration of the Human Resource Information System including maintenance, selection and integration of software and hardware
* Lead and manage the HRIS team with the development, implementation and administration of system solutions to support the needs of the organization

## Qualifications for manager HRIS

* Experiencewith Oracle Human Capital Management preferred
* Strong understanding of HR data elements anddependencies
* Proactive, organized, and independent
* Ability to work across multiple teams and multiple projectssimultaneously
* Adaptable--willingand able to adjust to multiple tasks and demands, shifting priorities,ambiguity and rapid change
* Bachelors in Accounting, Finance, Business Administration or related field