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# Example of Manager HRIS Job Description

Our company is growing rapidly and 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

* Work seamlessly across countries to ensure a regionally consistent, yet locally compliant implementation and use of Success Factors (HRIS)
* Maintain quality and consistency of database information, change control procedures and documentation of changes
* Provide effective change management activities linked to introduction of new HRIS in multiple countries
* Ensure full compliance of the systems including design, utilization, maintenance and more
* Troubleshoot, analyze, detect, and identify and correct technical problems and deficiencies
* Propose new systems and/or operational changes
* Serve as a master user for our HRIS and time and attendance systems, ensuring data accuracy and dynamic configuration according to business need (Ceridian and iemployee)
* Generate reports per standard internal/external reporting requirements respond to frequent ad hoc requests for information
* Manage and support the HRIS Coordinator as needed with overflow for employee lifecycle transactions
* Partner with the HR Managers to coordinate the bonus process

## Qualifications for manager HRIS

* Strong understanding of HRIS database design, structure, functions and processes, and proficiency with report writing tools (SQL, COGNOS, ) required
* Must have Bachelor’s degree in Business, Finance or a similar subject
* Must have 4+ years of experience in an HRIS role within a retail environment
* ERP experience (Workday, PeopleSoft, Oracle) required
* A Bachelor’s degree in Business, IT, MIS or related field with 5+ years of HRIS experience of Workday configuration
* Strong background in Workday HRIS functional understanding of Human Resources