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# Example of Manager HRIS Job Description

Our company is searching for experienced candidates for the position of manager 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 manager HRIS

* Identifies tools and resources to improve effectiveness of the function (i.e., survey tools, record keeping, and shared resources for the HR team)
* Works with IT to stay abreast of the latest technology and identifies/recommends how to leverage these to increase productivity, access to information, and ease of use for employees
* 8+ years progressively responsible experience in Human Resources
* 8+ years’ experience in HRIS – preferably in a SaaS environment
* Experience in SQL report writing is a plus
* Experience implementing systems and integrating existing systems
* Knowledge of HR-based policies and practices, , knowledge of federal and state employment laws and regulations
* Business acumen with a drive to understand the business and use sound judgment to exercise decisions
* Ability to learn quickly and adapt to systems
* Ability to work both independently and as part of a team with good follow up skills, flexible, self-directing, approachable, and open minded to ambiguity and change

## Qualifications for manager HRIS

* Degree in Business Administration or related studies, must have at least 4 years experience in related environment • Possess an Advanced Degree preferably in Business, Marketing or IT with at least 2 years of relevant experience with HRIS • Candidate should be seasoned system implementation and sufficient HR background, deep experience building systems
* At least 12 years of experience in the area of HRIS, process management, improvement and design
* Experience with mergers and acquisitions as it relates to systems integration is preferred
* Expert level knowledge in MS Word, Excel and PowerPoint
* Minimum 4 years HRIS experience with Workday
* Direct experience working with 3rd party applications / SAAS strongly preferred