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# Example of Manager HRIS Job Description

Our company is growing rapidly and 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

* Provides end-user training and support
* Develop and distribute standard metric reports detailing headcount, recruitment, employee relations, and other decision-making metrics as required
* Evaluate and respond to ad-hoc Company reporting needs
* Partner with HR, Finance, and IT teams to design, implement, and/or improve new and existing configuration including business processes
* Responsible for testing and implementing HRIS system upgrades
* Develop processes that ensure data integrity across all HR systems
* Work closely with external support partners to ensure systems are properly maintained, case resolutions are speedy, and integrations/interfaces run smoothly
* Completes regular audits to ensure data integrity and system alignment with internal processes
* Maintain current knowledge of HRIS best practices
* Work closely with external partners on developing, analyzing, and presenting annual engagement surveys

## Qualifications for manager HRIS

* Advanced computer proficiency in all MS Software including Excel, Power Point, Word and Access required
* Provide Subject Matter Expertise on technology, processes, reports and integrations while identifying opportunities for automation and process improvement
* Communicate enhancements, system outages and other technology related items that impact the HR user community
* Participate in additional HR Systems & Shared Services related initiatives as appropriate
* Serve as main point of contact for PeopleSoft administrative support, issues/enhancements
* Manage HR Technology related documentation ensuring accurate and timely updates