Our growing company is looking for a HR data management. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for HR data management

- Responsible for managing 9 direct reports of which 8 Subject Matter Experts and one line manager (who is responsible for the FI/HR/TE/RE operations)
- To co-ordinate large scale significant data-gathering exercises, and participate in the manipulation of this gathered data
- To support and train business users in their aligned division in their understanding of the importance of org structures and other key data items, and the tools and processes available by which they may be maintained and updated
- To participate in change request evaluation and delivery where required
- To participate in improvement initiatives within the Systems and MI team – primarily those designed to make the maintenance of org structure and other key data items in key HR systems as 'easy' as possible
- Participates in the common review and bonus administration processes
- Participates in analysis of the organization or business domain and generates working sessions with key stakeholders
- Analyze business process requirements (real or hypothetical) and assists in the preparation of supporting documentation (e.g., use cases, process flows, business rules, user interface mock-ups,) that support business or processes or systems, assessing the business model or its integration with technology
- May participate in or lead the evaluation of software packages as they relate to the project/functional area
- Develops strategy and implements approach for creation of deliverables and

Qualifications for HR data management

- Sense of urgency, results driven
- Knowledge of Privacy & Access Management best practices
- LSS experience and/or certification an asset
- Change Management Capability and Experience an asset
- The ability to read and enter data with a high degree of accuracy, efficiency, in a fast paced Windows/SAP computer environment
- No previous experience is required for this position