



# Example of HR Data Management Job Description

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Our company is looking for a HR data management. 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 HR data management

- Develops knowledge of HR rules, laws, and regulations
- This position provides superior customer service to all internal employees external vendors while maintaining the highest degree of integrity and confidentiality on all matters
- Being available to intern 40h/week from Monday-Friday, for a period of 4 months
- IT skills at user level – MS office tools
- Complete the index process of all documents located in files
- Standardize the naming convention of files
- Identify the current population of active employees
- Identify those individual that will need verification of documents
- Audit information to ensure compliance with I-9 requirements
- Create an employee profile in onboarding system (Red Carpet) and upload related documents with the employee

## Qualifications for HR data management

- Ensures that ABC (cost and productivity) is planned and targets are met
- Upper-intermediate written and spoken language skills in English, Spanish or Portuguese is a plus
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- Proven knowledge of the system development life cycle, and technology alternatives