



Example of HR Data Management Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of HR data management. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for HR data management

- Manage HR system improvements in conjunction with IT to ensure smarter and efficient use of the system
- Collect, prepare, organize, and maintain a variety of highly confidential employment related records such as job and personal data changes in Workday
- Manage Tier 2 queries in a case management system, while ensuring proper governance and compliance
- Assist employees and managers in accessing and understanding Workday Employee and Manager self- service features
- Identify root-causes for complex Workday issues and partner with HRIS to provide resolution
- Conduct data audits and data cleansing projects to minimize data errors on integrations and to prepare for cyclical HR programs
- Respond to requests to retrieve personnel files, HRIS records, and other confidential documents
- Ensure proper storage, organization and retrieval of information of HR records
- Respond to inquiries for employee verification of employment or income
- Build and maintain content in the knowledge management system such as SOPs and training content

Qualifications for HR data management

- English on business level and basic German level, other (European) languages are welcome
- Gain knowledge of principles, procedures, and laws related to Human Resources
- Basic communication and presentation skills
- 3+ years of HR systems experience preferred
- SuccessFactors/SAP experience preferred