



Example of HR Data Specialist Job Description

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Our company is growing rapidly and is hiring for a HR data specialist. 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 specialist

- Responsible for manual update of employee records where there is a failure in the tier 0 self-service mode
- Applying business and global data standard rules to ensure that the data entered or corrected and corresponds to the rules and regulations
- Tier 1 issues and inquiries resolution
- Interact with downstream and support teams to resolve issues and inquiries
- Conduct Internal audits to ensure that there are no data entry defects and if defects are identified, capture and report them in salesforce CRM
- Communicate as needed with the HRG, Managers and downstream teams for resolution of work on time
- Provide Root Cause Analysis and improvement plans for any misses to the adherence to SLA's
- Escalate issues in a timely manner to the SME so that necessary action can be taken to prevent SLA slippage
- Analyze and respond to internal and external error reports from regular vendor interface feeds
- Train new team members on processes and systems

Qualifications for HR data specialist

- Knowledge of Customer Relationship Management (CRM) application - Salesforce preferably

- 7-10 years of HR generalist experience, minimum of 4 years in a supervisory role
- Experience with leading cross functional projects and establishing and maintaining strong relationships with peers and senior management
- Knowledge of employment law, HR policies and best practices