



# Example of HR Data Specialist Job Description

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Our company is growing rapidly and is hiring for a HR data specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HR data specialist

- Handle general HR administrative tasks
- You will own the performance, operations and continuous improvement of the applications, dashboards and integrations across the board
- You will need to make sure the data integrations are fit for purpose
- You will participate in troubleshooting in applications across multiple technology domains and business areas to make sure that you provide a robust experience and the systems receive accurate data
- Recommends improvements to these processes to simplify approach across all of Application Services
- Reviews confidential documents for accuracy and completeness
- Researches and resolves discrepancies in data collected from cross-functional teams
- Coordinates cross-functionally with Recruiting, Payroll, Benefits, Retirement Plans, Compensation, HR Analytics, and HRIS to research and resolve data and/or system issues as necessary
- Provides excellent customer service to HR customers and employees while processing all types of change requests for semi-monthly, biweekly, and weekly-paid employee groups
- Manage and troubleshoot issues with outside vendors

## Qualifications for HR data specialist

- Proven organizational skills, must be highly motivated and a self-starter

- Overtime, evening, and some weekend availability required during high volume times
- College coursework focusing on Human Resources
- Human Resources data entry experience using PeopleSoft, ADP, JD Edwards, or similar systems
- Quantitative degree (Masters or higher)