



## Example of HRIS Coordinator Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of HRIS coordinator. To join our growing team, please review the list of responsibilities and qualifications.

### Responsibilities for HRIS coordinator

- Job code management within PeopleSoft with similar duties to position management
- Data Entry in Oracle HCM for Office Administrators and General Managers including enter new hires, change of status, terminations, rate changes, address changes, SIT/DFF changes, incentive information
- Administering HRIS processes, ensuring timely and accurate data entry with processing new hires, rehires, reinstatements, transfers, promotions and various data changes
- Maintaining active and terminated personnel files for the Support Center and Field Managers
- Providing employment and wage verification for active and terminated employees to government agencies, EDD, financial institutions
- Tracking and monitoring Human Resources receipt of Performance Appraisals for the Support Center and Field and follows up with managers on the collection
- Conducting new hire orientation and on-boarding for Support Center and GMIT/MIT including I-9 verification using E-Verify, document processing and review of company policies
- Managing the issuing of Support Center access badges including issuing of new and replacement badges
- Maintaining required employment postings for restaurants
- Providing general support to Field HR Managers as requested

- Previous experience working within a Human Resources department is preferred
- Knowledge of legal employment policies preferred
- Education equivalent to graduation from high school, supplemented by courses in business administration, demonstrating basic knowledge of grammar, spelling, punctuation, and simple mathematical functions like percentages, ratios
- General knowledge of HRIS systems, preferably with ADP or Enterprise preferred
- Fluent in PeopleSoft 9.0 and viDesktop
- Must have HRIS experience, preferably 2+ years with Ultipro