



Example of HRIS Coordinator Job Description

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Our innovative and growing company is looking for a HRIS coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for HRIS coordinator

- Assist with development of system mapping and ensure data integrity on incoming and outgoing files
- Assist with system testing (from CRP through parallel testing), document issues and follow through to resolution
- Assist with testing of system integrations, ensure all errors are investigated and resolved
- Update standard operating procedures to reflect new processes and best practices
- Develop end-user training on new processes and functionality as needed
- Other administrative tasks such as scheduling and documenting meetings, maintaining task logs, and ensuring team members are on track with their assigned responsibilities
- Analyzes paperwork reflecting data changes
- Anticipates and identifies data problems and takes appropriate actions to resolve issues
- Collaborates with recruiters on employee master and position management transaction process
- Collaborates with benefit coordinators on employee master transactions that impact benefits

Qualifications for HRIS coordinator

- Proficiency in Microsoft Office and Windows

- Team oriented, a positive attitude, and maintain a high level of confidentiality
- Service driven and self-motivated
- MUST HAVE STRONG KNOWLEDGE IN PEOPLESOFT