



Example of Manager HRIS Job Description

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

Responsibilities for manager HRIS

- Lead the HRIS function while managing day-to-day activities to support HR, Payroll, Benefits and other inter related functions
- Serve as liaison between HR, Benefits, Payroll and IT to ensure collaboration and cooperation
- Manage HRIS staff, Employee life-cycle processing
- Manage corporate orientation and other training lists, including those who've missed training and need to be re-invited
- Assist in training end users on new processes/functionality
- Help maintain data integrity in systems by running various report
- Document processes and results of different project / task
- Perform data collection and data analysis
- Designs, develops, tests, and directs on-going administration of the Human Resource Information System including maintenance, selection and integration of software and hardware
- Lead and manage the HRIS team with the development, implementation and administration of system solutions to support the needs of the organization

Qualifications for manager HRIS

- Experience with Oracle Human Capital Management preferred
- Strong understanding of HR data elements and dependencies
- Proactive, organized, and independent
- Ability to work across multiple teams and multiple projects simultaneously

- Bachelors in Accounting, Finance, Business Administration or related field