

Quick Employment

Human Resources Information System (HRIS) Specialist
Downtown Cleveland, OH 44113

Full-time (40 hours) Monday - Friday, 8:00 am - 5:00 pm. Pay rate: \$28.75/hour

Job Summary: Support the staff with Oracle HRIS and Kronos timekeeping systems. Ensuring HR data is entered and maintained timely and accurately. Provide technical support and guidance and assist policies and procedures pertaining to employment, benefits, and compensation issues.

Responsibilities:

- Perform administrative duties and participate in applicable meetings, discussions, and sessions
- Assist HRIS Manager with surveying users and customers to ensure HR systems are addressing needs
- Assist process re-engineering in core areas of HR, including Employment, Benefits, Compensation, Occupational Health, Labor & Employee Relations, and Training & Employee Development
- Assist with analyzing workflow processes, forms, and coordination among different sections of the Human Resources Division
- Assist with the design of automated information flow, including structure charts, data structure, methodology, etc. and develop custom functions and documentation including automated queries, filters, macros, and reports
- Construct change control forms and communicate changes to the Information Systems Department

Requirements:

- Bachelor's degree in Information Technology, Human Resources Management, Business Administration, or related field preferred. The following experience will be considered in place of a bachelor's degree:
 - Associate Degree and one (1) year of additional related work experience
 - High School Diploma and two (2) years of additional related work experience
- Ability to keep information confidential and pay close attention to detail
- Excellent interpersonal, verbal, and written communication skills
- Excellent technical support, organizational, analytical, and problem-solving skills
- Familiarity with human resource policies, procedures, and legislation
- Proficient with Microsoft Office Suite

Minimum Requirements:

- Must have high school diploma or equivalent
- Must be able to pass a background screening
- Must be able to pass drug screening
- Must practice Center for Disease Control (CDC) guidelines

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