

JOB DESCRIPTION

1. JOB DETAILS:

Company:	Dana Energy
Location:	Headquarters
Department:	Human Resource Management
Position Title:	HRIS Coordinator
Grade:	11
Reports to:	HR Case Manager
Job Type:	Full Time

2. JOB PURPOSE:

The HRIS Coordinator will serve as a subject matter expert in the HR application soft wares including IFS, Portal, etc. Have a solid understanding of HR data and policies. He/she will be responsible for documenting and designing and testing HR transactions processes as well as auditing of HR data. collaborate closely with IT and HR Software provider

3. JOB DIMENSIONS:

Number of Staff Supervised:	Direct Reports:	▪ 0
	Indirect Reports:	▪ 0
	Total Reports:	▪ 0
Financial Accountabilities:		▪

4. KEY ACCOUNTABILITIES:

- Run scheduled audits and review data entered by all HR Shared Service Specialists and ensure that data was entered into the system completely and accurately. Research errors, contact appropriate individual for further information and make appropriate corrections in the system. Run audits each month and throughout the year verifying the integrity of the data.
- Interact with people as needed to ensure data accuracy and adherence to HR policies and procedures
- Process HR data in HR Software using transactional processes
- Track and monitor entry of data to maintain accuracy, integrity and adherence to Service Level

Agreements

- Extracts data from HR Software and analyse them to prepare HR Metrics Report as schedule
- Design, implement end user test for HR systems and provide acceptance report for usage of HR systems and major modification updates
- Raises request for change for HRIS systems
- Prepares technical spec and RFP for new HRIS applications in collaboration with HR departments
- Acts as subject matter expert to the field for data entry, system and data interaction and process improvement.
- Provides front-line support for all HRIS and related systems questions and issues.
- Continuously strives to improve the efficiency and effectiveness of existing systems and tools and looks for alternatives that better meet business needs.
- Train and trouble shoots HR shared services specialist in The use of HR applications and liaise with vendors and providers to resolve technical and application issues
- Collaborates with HR COEs in defining the processes of different HR functions and translate them for HR system provider
- Follow all safety and environmental requirements in the performance of duties
- Other tasks as assigned

5. COMMUNICATIONS & WORKING RELATIONSHIPS:

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6. FRAMEWORKS, BOUNDARIES, & DECISION MAKING AUTHORITY:

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7. QUALIFICATIONS, EXPERIENCE, & SKILLS:

- Bachelor's degree (human resources or related field) required with a minimum of 3 years of experience in HR administration and/or Payroll processing
- HRBP preferred
- Ability to organize large volumes of information and inquiries, create and maintain a process which makes it easy to know the status of all incoming work.
- Ability to investigate and research questions and problems and clearly communicate the reason and solution.
- Must be very detail oriented, highly organized and responsive.

- Must be able to take initiative and work well both independently and in a team.
- Must be flexible.
- Must be able to work with confidential information.
- Accurate data entry experience.
- Payroll entry experience, human resources and people service experience a plus.
- High focus on customer service through interactions with other employees required
- High degree of organizational skills required
- Familiar with ISO 9001:2015
- Proficient user of office soft wares, ERP systems and people self service

Statements in this Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

10. Approvals:			
Line Manager (Dept. Manager / Function Head):			
	Signature		Date
Group Human Resources Director:			
	Signature		Date