



Benco Dental Company Job Description

Date created/revised: January 6, 2020

Job Title: HRIS System Administrator

Exemption Status: Exempt

Job Grade: S7

Reporting Structure:

Directly reports to: Director, Total Rewards and HRIS

Indirectly reports to: Chief Culture and People Officer

Supervises: NA

Job Summary: The Human Resources Information System (HRIS) Administrator provides analytical and technical support to the Culture & People Department for the purpose of meeting HRIS initiatives and supporting other HRIS-related responsibilities. Focuses on information delivery including report writing, analysis and presentation of trends to facilitate decision-making across all lines of business. This includes but is not limited to: maintaining quality and consistency of HRIS database information; providing HRIS technical support to Human Resources and other staff with a focus on information delivery and quality assurance. Assists in developing process improvements and system enhancements to expand analytical capabilities and enrich the end user experience.

Education, Experience, and Qualifications:

- Bachelor's degree in Computer Science, Information Systems, Business Administration, Human Resources or related field preferred.
- Three years of HRIS and report-writing experience required.
- Exposure to HR disciplines such as benefits, payroll, compensation, benefits and talent management.
- Experience creating training materials and delivering presentations.

- Knowledge of legal requirements and government reporting regulations affecting human resource and payroll functions.
- Exceptional ability to deal with sensitive, confidential and detailed material in a professional manner.
- Strong organizational and time management skills with the ability to manage deadlines and prioritize workload.
- Proficient in Microsoft Office Suite with advanced proficiency in Excel and ability to manipulate large sets of data.
- Experienced with Lawson/INFOR systems preferred.

Duties and Responsibilities:

- Serves as primary HRIS administrator for the Culture & People Team. Partners with end users to trouble shoot issues. Supports on-going activities and process improvements relative to automating processes to improve efficiencies. Functions as liaison to HRIS system provider for all issues and concerns.
- Partners with internal business partners and external vendors on maintenance and development, including end user support and training, system troubleshooting and enhancements.
- Develops and administers workflow processes to streamline and automate existing manual processes. Develops written procedures for all processes.
- Focuses on information delivery including report writing, analysis and presentation of trends to facilitate decision-making across all business lines. Designs, develops and maintains reports for end-users (standard reports and ad hoc reporting) including more complex, non-routine reporting such as year-end bonus; budgetary or regulatory compliance reporting.
- Documents report-writing processes and provides training to end-users as appropriate.
- Participates with leadership to evaluate implementation of system modules to enhance functionality and availability of information. Produces system and procedural documentation.
- Maintains knowledge on system upgrades and impact to users. Assists with the coordination of the testing and implementation of system upgrades, as well as new processes and procedures.
- Maintains the accuracy of the database via audits and system corrections, table updates and resolution of configuration issues. Assists with internal and external system-related audits. Works with end-users to regularly audit data in HRIS system to ensure information is accurate and complete. Works with end-users to update information as required.
- Partners with learning and development team to identify, develop and provide necessary training to end users.
- Actively participates in human resource projects.
- Ensures all HR systems are integrating properly as well as integrations with other vendors such as benefit carriers.
- Acts as a liaison between key business areas to work with and educate users on applications,

All job duties and responsibilities are essential functions of the position.
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