



Job Description

HRIS SUPPORT SHANNON HERITAGE

Role Purpose:

You will have a key role in system monitoring, diagnosing, and resolving issues with end users, providing administration support across all areas of the team's work with a particular focus on payroll and information systems (Oracle and Clockwise). The role reports to the HR Business Partner
The role includes ensuring the accuracy of data in the appropriate systems, resolving queries, and supporting the overall work of the HR team with effective data systems

The Role:

Key areas of responsibility include but not limited to the following:

- Assisting and supporting with HRIS operational issues.
- Maintaining the Clockwise attendance system daily for all Business Units.
- Assigning/resolving day-to-day queries on Clockwise from HR and BU Managers
- Ensuring that accurate and timely payroll processing is completed using a variety of payroll data, spreadsheets/timesheets, computing, systems etc.
- Providing technology and data support for HR and other departments, which need HR data on an ad hoc basis.
- Maintain and record accurately payroll documentation for external and internal audit
- Maintaining payroll processing systems and changes in wage/tax changes and apply changes on systems as appropriate
- Partner with all areas of HR to prepare reports and user-friendly information dashboards
- Generation of monthly HR reports for Finance month-end processes
- Internal administrative/advisory/practical customer support service to BU Managers across the full range of HR services.
- HR Oracle set up for all employee life cycle
- Additional duties may be assigned

Essential Requirements:

- Knowledge of computerised information packages, experience with a major HRM or Time and attendance Platform (preferably Oracle and Clockwise).
 - Keen understanding of HR business processes, standards, and practices.
 - Experienced user of Microsoft Office. Strong level of proficiency in excel required
 - Possess an aptitude toward process improvement and a willingness to proactively recommend new ways working more efficiently.
 - Ability to think critically, analyse and interpret employee/employment data and root cause analysis.
 - Ability to work to tight deadlines
 - Project Management experience would be desirable.
 - Excellent interpersonal and communication skills.
- Minimum 3+ years' experience working within a HR team or similar environment

From time to time the Company may ask you to do other reasonable tasks not stated within this job description but commensurate with the position. The Company also reserves the right to review and update this job description to reflect the changing needs of the job. However, any significant changes will be discussed in consultation with you.