



<b>Job title</b>	<b>HRIS Manager</b>
<b>Reports to</b>	<i>Director of Human Resources</i>

### **HRIS Manager -Duties and Responsibilities**

Hudsonville Ice Cream’s growth brings an opportunity to drive the implementation and utilization of an HRIS system. The HRIS Manager will play a critical role in implementing, maintaining, and enhancing Human Resources Information Systems by strategically planning, and evaluating efficiencies and opportunities of HR systems and processes. The HRIS Manager will demonstrate thought leadership and will continuously identify and implement improvements throughout their functional scope. The HRIS Manager will have a key role in compiling and presenting HR metric data and business review presentations to the executive leadership team.

### **Essential Duties and Responsibilities**

- Work closely with the HR team to support all HR system technologies and enhancements that improve HR operational efficiency and effectiveness.
- Configures and implements business process upgrades and system enhancements, leads testing and data validations maintains data integrity, and ensures that overall system performance is aligned with business objectives.
- Assist in developing data audits and providing day-to-day system maintenance to monitor and maintain data accuracy.
- Serve as subject matter expert for generating people metrics and presenting to executive leadership both monthly and quarterly. Identify and track trends for each business group and provide insights and reporting.
- Partner with internal stakeholders to develop technology solutions and reporting that help streamline and automate HR processes and requests from stakeholders.
- Serve as payroll systems architecture expert to support payroll with systems setup and processes to maximize efficiency.
- Troubleshoot and resolve reported issues to ensure timely resolution.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be

construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **HRIS Manager - Qualifications**

- Bachelor's degree required. Prefer education in Business, Information Systems, or Computer Science
- 3+ years experience in Human Resources, HR Information Systems, or Information Technologies
- Experience with implementation and enhancing various HRIS platforms.
- Ability to work collaboratively and function as a dependable team player.
- Ability to handle data with confidentiality.
- Ability to generate ad-hoc reports for the executive leadership team, as needed, in a timely and accurate manner.
- Must be a self-starter with the ability to manage multiple work assignments and priorities with urgent deadlines, maintaining excellent customer service skills, while working in a fast-paced team environment.

### **Benefits**

- 401K with a generous match
- Vacation
- Insurance (Health, Dental, Vision, STD/LTD, starting day 1)
- Bonus Plan
- Partial Gym Membership

### **Why Hudsonville?**

We take pride in offering benefits that are competitive. Here at Hudsonville, we offer a first-class work environment with a real family feel to it. We appreciate our employee's hard work, dedication, and passion. That is why we provide a comprehensive set of benefits and options designed to fit our employee's needs. We also value continuous learning and offer many opportunities for off-site training.

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