



CURRENT OPENING

Corporate HRIS Manager

Location: Vancouver, WA

Posting Date: 09/29/21

Reports to: VP of HR

FLSA Status: Exempt

Close Date: Open until filled*

Looking for a job with stable hours, great benefits, and long-term security? Join our fantastic team!

We offer a work environment that values safety and team input, and provides opportunities to gain skills and grow your career.

ABOUT THE JOB

We are looking for a Corporate HRIS Manager to serve as the technical point-of-contact and primary subject matter expert on HR Information Systems supporting activities such as data integrity, change management, report writing, and data analysis for process improvement opportunities. This position will be required to provide superior customer service to HR Representatives at all of our locations.

ESSENTIAL FUNCTIONS & MAJOR RESPONSIBILITIES

- Develop, build, test, implement, and modify HRIS software platforms based on business requirements.
- Maintain internal database files and tables.
- Maintain quality and consistency of HRIS database information.
- Develop HRIS solutions involving integration of multiple platforms, vendor products and technologies.
- Troubleshoot, analyze, detect, identify and correct technical problems and deficiencies.
- Develop custom reports to meet the needs of company management and staff.
- Participate in the development of, and advise management on, information technology strategy and technology deployment.
- Function as the Project Manager for HRIS upgrades and projects.
- Ensure compliance with federal, state, and local government requirements in relation to HR data management.
- Identify, recommend, and help develop Human Resources policies and guidelines regarding the HRIS.
- Identify opportunities for improving Human Resources processes through information systems changes.

- Develop training curriculum and conduct formal and informal training sessions to aid in HRIS platform understanding companywide.
- Provide HRIS technical support to Human Resources and other staff as needed.
- Serve as liaison between the HR and IT teams.
- Serve as a liaison between various Human Resources functional areas as well as payroll and accounting with regard the HRIS related functions.
- Resolve complex technical problems.
- Other duties as assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in Business Administration, Human Resources, Computer Science or other closely related field is preferred. In place of a degree, 4+ years of related work experience in the HR or IT will be considered.
- 7 or more years of HRIS and/or HR generalist experience with progressive responsibilities, including at least 3 years of HRIS exposure at a multi-state organization.
- Experience with operations in Mexico preferred.
- Experience with SAP preferred.
- Experience with UKG/Kronos strongly preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY

Sound like the job for you? [Click here](#) to apply online.

Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.

Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.

Northwest Pipe Company reserves the right to close the position, with or without notice, if a qualified candidate is identified prior to the close date.