

# Job Description Template for HRIS Manager

**Job Title:** HRIS Manager

**Industry:** [Insert Industry – e.g., BFSI, ITeS, Healthcare, etc.]

**Location:** [Insert Location]

**Salary Range:** [Insert Salary]

**Department:** [Insert Department]

**Work Hour Allocation:** [Insert Details]

## POSITION OVERVIEW

As an HRIS Manager, you will be responsible for managing the implementation, enhancement, and maintenance of Human Resources Information Systems. This role is pivotal in optimizing HR processes, ensuring data integrity, and facilitating strategic decision-making through technology-enabled solutions.

## ABOUT THE ORGANIZATION

[Insert Industry-Specific Insights]

[Customize this section with a company overview: mission, values, and relevance to the target industry such as BFSI, Healthcare, ITeS, etc. Highlight what sets the company apart. Emphasize technology-driven HR innovation if applicable.]

## LEVEL OF EXPERIENCE / EXPERTISE REQUIREMENTS

(Use as per requirement)

- Mid-Level (3–5 years): Lead module configurations, ensure data accuracy, manage user training, support process enhancements.
- Senior Level (6+ years): Oversee enterprise HRIS strategy, manage system integrations, liaise with cross-functional stakeholders, drive digital HR transformation initiatives

## JOB PROFILE SPECIFIC QUALIFICATION

**(Add more if required)**

- Bachelor's degree in Human Resources, Information Systems, Business Administration, or related field.
- Professional certifications (e.g., PHR, SHRM-CP, Workday, SAP SuccessFactors, Oracle HCM) are a plus.
- Advanced knowledge of HRIS systems, reporting tools, and HR compliance.

## ROLES AND RESPONSIBILITIES

**(Use as per level of expertise you required)**

- Maintain and configure HRIS platforms to ensure data accuracy and support users (Entry Level)
- Develop custom reports and dashboards for HR insights and compliance (Mid-Level)
- Conduct regular audits to ensure integrity and consistency in HR data (Mid-Level)
- Lead implementation or upgrade projects with cross-functional coordination (Senior Level)
- Partner with IT and HR teams to optimize workflow automation and integration (Senior Level)
- Ensure regulatory compliance and prepare audit-ready documentation (All Levels)

## Skills Required (Technical + Behavioral):

- Strong knowledge of HRIS platforms (e.g., Workday, SAP, Oracle HCM)
- Proficiency in HR data analytics and visualization tools (Power BI, Tableau)
- Familiarity with compliance and data privacy laws (e.g., GDPR)
- Analytical mindset with attention to detail
- Project management and change management skills
- Excellent communication, collaboration, and problem-solving abilities

## ABOUT PMAPS

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