HRIS Assistant Job

Employer Name:

SpiderID: 12472528

Location: Coppell, Texas

Date Posted: 4/28/2022

Wage: $31.00 - $32 per hour

Category: Information Technology

Job Code: 375507

SNI Financial has partnered with a Healthcare claims processing company looking to contract a HRIS Assistant. The position allows for a flexible work schedule both in terms of hours and location. The HRIS Analyst is responsible for the overall performance of all HRIS technology and support to system upgrades and maintenance. Candidates should have experience with applicant tracking and systems and working knowledge of Oracle People Soft and Excel.  
  
 Job Overview:   
  
The HRIS Coordinator will support Human Resources by maintaining historical staffing and other data as needed to create context around the success of initiatives and to support compliance practices. Will assist in gathering and analyzing data critical to areas such as training, turnover, headcount, and other HR functions and activities.  
  
This position reports directly to the Sr. HR Manager

Start Date:   
  
  
Position Type: Full-Time Permanent  
  
  
Years of Experience Required:   
  
  
Education Required:   
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: SNI Companies

Company: SNI Companies