



Position Description

Position Title: HRIS Administrator
Reports To: Director of People and Culture
Category: Full-Time, Exempt Position
Work Schedule: Monday – Friday, 8:30AM – 5.00PM. Some evenings may be required.

OVERVIEW OF POSITION The HR Administrator (HRIS) will be responsible for the day-to-day administration, maintenance, and oversight of the organization’s HRIS platform and other HR-related software. This position will ensure the HRIS structure (UKG) operates efficiently and effectively to support all HR functions and coordinates with other related systems, as needed. The HR Administrator will also be independently responsible for streamlining processes, identifying resolutions, following up with managers/staff, and preparing reports as deemed necessary. This role will also act as the conduit to the IT Support team and Finance team for all HR related efforts including developing operating processes and training.

The HR Administrator (HRIS) will be supervised by the Director of People and Culture. The person in this role must be able to effectively and efficiently multi-task in a fast-paced environment to meet deadlines, while also maintaining high attention to detail and accuracy.

Ardmore believes that all employees should be committed to supporting the organization’s mission of ensuring quality support services are provided and people with intellectual and developmental disabilities are both respected and afforded opportunities to choose and participate in and access community events, activities, and resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for workforce system management, managing employee data in the HRIS systems, and ensuring compliance with data privacy regulations.
- Responsible for updating the HRIS platform in a timely manner based on the weekly (PAF’s) personal action forms.
- Manage user accounts and access permissions within HRIS and other related systems.
- Configure and maintain various departmental services offerings modules within Community Living and Meaningful Day & Employment services
- Generate reports and analyze data from all related HR systems to provide insights to HR and service delivery leadership.
- Troubleshoot technical issues related to HRIS and collaborate with IT support, as necessary.
- Partner with Manager of Training and Development to create and implement user training materials to ensure employees can effectively utilize HR systems.
- Stay current on HR technology trends and best practices related to HRIS with a focus on the UKG and CIMS system.

- Assist with the implementation and integration of new HR systems.
- Ensure adherence to company data security policies and procedures.
- Perform systems configuration assessment to insure the best use of the platform.
- Perform other administration duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and experience in HRIS (Human Resources Information Systems) and/or HCMS (Human Capital Management Systems)
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) Access knowledge a plus
- Excellent problem-solving skills and organizational skills.
- Ability to communicate effectively
- Strong attention to detail and accuracy
- Must have a professional demeanor and excellent work ethic
- Ability to use good judgment and make decisions
- Ability to multi-task in a face paced environment

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Human Resources Management, Information Technology, or a related field (preferred).
- At least 5 years of progressive Human Resources experience
- Proven experience working with HR information systems (e.g., payroll, applicant tracking systems).
- Strong understanding of HR processes and workflows.
- Excellent analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proven experience in developing and delivering effective training.
- Experience in non-profit industry a plus.

REQUIRED CONDITIONS OF EMPLOYMENT

- Must be able to lift and/or move up to 20 pounds.
- Must be able to bend, kneel, push, and pull.
- Must meet eligibility for employment within the United States. (Provide appropriate I-9 documentation on the first day of employment).
- Must possess and maintain a good driving record and have access to a reliable vehicle.
- Must maintain training compliance as required.
- Must have a clean criminal history.
- Must be able to pass a drug screening.

- **COVID-19 Considerations:** Ardmore Enterprises had a mandatory COVID-19 vaccination policy. All employees are required to be vaccinated, unless a religious/medical exemption is requested.

Ardmore is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Ardmore is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.