HRIS Analyst

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Company: Michael Page

Location: Dubai

Category: other-general

Job Description Partner with the Workday Team on quarterly updates and systems enhancements Serve as primary point-of-contact for technical HRIS issues from faculty and staff Work with HR staff to assess changes to systems, reports and business processes within the department Assist HR staff with technical issues related to the HRIS system by investigating problems and developing detailed suggestions for resolution of issues Partner with HRIS Team in the ongoing design, support, and maintenance of Workday Partner with HR team members to lead and/or assist with the delivery of projects including configuration changes and functionality deployment (including, but not limited to: configuration; testing, documentation; peer review; sign off; training; and change management) Assist with testing and implementation of system upgrades, resolve system issues, mass data uploads, and perform scheduled activities Responsible for monitoring the Workday, Recruiting, Benefits and Time Tracking issues as well as the HRIS mail box Work with appropriate HR team members as needed Develop and document HRIS system procedures and tutorials for employees MPI does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or based on an individual's status in any group or class protected by applicable federal, state or local law. MPI encourages applications from minorities, women, the disabled, protected veterans and all other qualified applicants. The Successful ApplicantKnowledge of data systems and ability to learn more complex data operations Workday experience is required Strong Microsoft Office Skills Ability to organize and prioritize work under tight time constraints Understanding of HR processes and data, including eligibility and enrollment

rules, and benefit procedures in order to ensure correct implementation Understanding of database design, structure, functions and processes, and experience with database tools Bachelor's degree in computer science or related field 2-4 years of HRIS experience Previous exposure to project-related activities through active participation in system-related projects What's On OfferA true temp to perm position Opportunity to grow within the elite Law Firm Environment Medical and Dental Benefits from day 1 Easy access to transportation from office location Hybrid schedule 4 days in office, plus additional remote bank days Highly competitive pay rate A typical 9:30 AM - 5:30 PM work schedule #J-18808-Ljbffr

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