

## Job Posting

Vacancy Name **IRC24834**

Job Title **HRMS Associate**

Organization Name **Global HRMS – Linthicum, MD**

### Scope of Responsibilities

Provide support in all aspects of Human Resources Management Systems; data entry, reporting, system testing, troubleshooting, end user support/training, project support, and production support. Supports and maintains company Human Resources Information Systems; Oracle (client/server database); and Internet based applications.

### Specific Responsibilities

- § Production Support - maintenance existing HRMS systems including, but not limited to: Oracle HR, Reporting, Onboarding software, system interfaces, etc. Ensures data integrity through process improvement, audits, maintenance and documentation.
- § Performs data entry for HR transactions including new hires, terminations, and internal transfers, terminations in Oracle HRMS.
- § Responsible for maintaining the highest level of data integrity by running regularly scheduled data audits and making necessary changes.
- § Furnishes information for audits, analysis and other purposes.
- § Generates standard and ad hoc reports.

### Candidate Profile

- § Strong verbal and written communication, interpersonal, prioritization, organizational, and analytical skills. Proficient in Word and Excel.
- § Computer Literacy - Microsoft Office preferred
- § Use of discretion and ability to maintain strict confidentiality.
- § Experience with HRIS software – Oracle preferred
- § Demonstrate professional manner in all aspects of position and workplace
- § Excellent organizational and communication skills / detail oriented and methodical / ability to prioritize and use good judgment / uses systematic thought processes
- § Ability to coordinate and juggle many tasks at once in an

environment where unexpected changes in priorities can occur

Education / Experience

- § 1-3 years of HRIS or IT experience and/or Bachelor's degree in Human Resources, Business, IT, System Analysis or Computer Science.
- § Candidate should have 1-2 years of HRIS and/or HR experience.

Applicants may send their resume to: [mdaniels@ciena.com](mailto:mdaniels@ciena.com).