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## **Corporate Human Resources Information Systems (HRIS) Specialist**

Location: **Tacoma Corporate - Tacoma, WA**

Req Number: **520**

# of Openings: **1**

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### **Description**

Auto Warehousing Company (AWC) has been in business since 1962, we are the largest full service auto servicing and processing company in the nation. AWC provides a variety of services for auto manufacturers, including loading and unloading new vehicles onto railcars, installing accessories, body repair, and general vehicle inspection and processing. Our headquarters in Tacoma, WA has an opening available for a **Corporate Human Resources Information Systems (HRIS) Specialist**.

### **Purpose:**

Provide and assist with all facets of implementing and maintaining a comprehensive HRIS system. This role develops reports to meet management and business needs and serves as liaison for our internal customers for troubleshooting and enhancement requests.

### **Essential Duties/Major Responsibilities:**

- Responsible for HR Information Systems administration.
- Maintains proper configurations in HR Systems, including business rules and workflow
- Performs moderately complex organizational management changes on org charts to ensure company structure is accurately reflected
- Serves as subject matter expert on HR system capabilities and participates in deploying system and system-related process enhancements as needed which includes but not limited to; HR intranet site on SharePoint, ATS, and Office 365
- May provide informal training to other HR system users
- Develops and maintains documentation on key HRIS processes and system procedures
- Responsible for uploading basic data batches to HRIS or archive
- Performs regular audits to ensure HR Data quality and integrity
- May participate in special projects as needed
- Runs standard HRIS reports as needed as well as designs ad hoc HRIS reports in support of business needs.
- Set up target date schedules and track sheets (example expiration of annual certificates of insurance, 5500 submissions, etc.)
- Assists HR Department in coordinating of annual budget information

- Responsible for staying current on all administrative components of HR Technology programs to maintain expertise.
- Act as support and /or liaison between HR and IT Department and personnel
- Approachable style, establish open and trusting relationships and treats individuals fairly and with respect. Works well with others in a group and offers help when needed
- Perform other related duties as assigned
- Some travel on occasion

**Qualifications:**

***Knowledge of:***

- Two years' experience in administration, operational procedures, principles and guidelines pertaining to human resources administration functions and activities
- Prior experience with HRIS and ATS database systems
- Intermediate to advance computing Office 365, InDesign, Photoshop, Acrobat, LMS, WebEx, Skype, SharePoint and file maintenance programs as well as online search and database tools
- Modern office methods, processes and equipment
- Strong organization skills, excellent attention to details, ability to work effectively under pressure and respond to change productively
- Appropriate English usage, spelling, grammar, arithmetic concepts
- Excellent interpersonal skills using tact, patience and courtesy
- Ability to maintain confidential and sensitive information
- Data collection and report writing
- Positive demeanor
- Some travel on occasion

**Position Type/Expected Hours of Work:**

This is a full-time position. Standard hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m.

**Working Conditions:**

***Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to

successfully perform the essential functions of the job. This position will primarily be an indoor office environment.

***Chemicals Involved With:***

Toner, white-out, ink, alkaline batteries, permanent & dry erase markers, various cleaning supplies

***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of light work up to 25 lbs
- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment necessary to perform job functions.
- Stand and walk
- Bend at the waist, kneel or crouch.
- Sit or stand for extended periods of time.
- Climb a step stool or ladder and reach above shoulders.
- Good vision
- Ability to judge distances

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*We offer an excellent benefits package and industry competitive pay. Auto Warehousing Co. is a family owned and operated company. We focus on our associates and recognize talent within our company.*

**Please submit an online application**

**[www.autowc.com/#career](http://www.autowc.com/#career)**