

Head of HRIS, India

- **Broad strategic and country-wide opportunity**
- **Based in Mumbai, India**

- **Competitive Annual Cash Compensation + Performance Bonus + Benefits**

ERLMS Limited is a professional management consulting firm specialising in providing Organisational & Human Resource Management Consulting, IT System Development & Solution and Executive Search services to companies worldwide.

Our client, one of the world's leading and reputable technology companies, is seeking a Head of HRIS to be responsible for all HR and Payroll Information Management System activities across India.

Reporting to the Vice President - Human Resources, India and collaborating closely with IT Team, your primary responsibilities include:

- Identify and lead the development of HRIS strategies for the organisation across India and oversee the country-wide implementation of HR Information Systems and related activities.
- Maintain and continuously improve the functional integrity of HR and Payroll systems across the country.
- Act as the country driver and subject matter expert for all corporate and country HRIS initiatives and programmes, including interfacing with Asia Pacific Regional HRIS team and local senior management to provide advice on all HRIS management related matters.
- Spearhead implementation of external and internally developed HRIS system and act as the Country Project Manager on all development and implementation processes.
- Lead further development of the organisation's HRIS frameworks; review, develop and implement consistent and effective policies and systems across the country while adapting to the local requirements.
- Gather, map system requirements from all sites within the country and develop functional specifications, process flows to be used as blue print in developing and rolling out the HRIS system, ensuring that policies, procedures and guidelines are in line with HR automation requirements.
- Develop appropriate communication strategies to support the roll-out of HRIS systems across the country.
- Develop and deliver training to ensure smooth implementation of HRIS system.
- Lead and develop user manuals, conducts user's acceptance tests, training of users and post implementation evaluation.
- Facilitate proper technology transfer and maintenance of the system to individual sites, act as point of contact for system users with regards to front line enquiries and issues, and lead and supervise internal technical teams in supporting end user needs and system enhancement requirements.
- Lead country HR and Payroll professionals on day to day operation and functionality of HRIS system; producing reports, maintaining data integrity, implementing system upgrades, supporting system users, managing HRIS administration queries, controlling the system back up and interfacing with vendors.
- Build strong HRIS team capability across the country.

KEY SKILL AND ATTRIBUTE REQUIREMENTS

- Demonstrate a sophisticated level of knowledge and skills in the development and implementation of HRIS solutions
- Good knowledge of HR and Payroll systems, such as Oracle, SAP, PeopleSoft systems
- Knowledge of HR and Payroll business practices within the region will be advantageous
- Strong IT and HRIS project management skills
- Comfortable at dealing with people of all levels and nationalities
- Strong interpersonal, presentation and persuasive skills that can influence senior management
- Customer focused, able to establish and maintain effective customer relationships
- Strong attention to detail, analytical, enjoy working as part of a team and result oriented
- Good command of written and spoken English; additional Asian languages a plus
- Computer literate and a good understanding of information technologies, in particular workplace applications

WORK EXPERIENCE AND QUALIFICATION

- Bachelor degree or above qualifications
- 8-10 years of HRIS management experience with at least 5 years of in-depth experience in a lead role, covering requirement gathering, technical design and development gained in a country capacity, preferably from within a multinational corporation
- Experience in implementing and rolling out HR and Payroll out-sourcing or in-sourcing solutions on a country capacity
- Experience working with and managing HRIS outsourcing firms is a definite asset
- Knowledge and experience working in Compensation area is desired

HRIS Professionals with countrywide experience are encouraged to apply.

The Hiring Company would like to have someone on board as soon as possible. Interested candidates, please send in your application immediately.

To apply, please email your detailed resume with a covering letter explaining your suitability for the position to ERLMS Limited on mhyong@erlms.com. Please also indicate in the resume your current and expected salary packages.

ERLMS Limited
Management Consulting & Services

All information collected is solely for recruitment purpose and will be treated in the strictest confidence.