

**Human Resources Management Systems Coordinator (HRS 201900198)**

**Human Resources**

**Location:** London

**Employment Group**: Admin

**Type of Position:** Full-time

**Closing Date:** August 16, 2019

**Note:** This is a full-time Administrative position (37.5 hours per week).

**Duties:** Reporting to the Chief Human Resources Officer, Human Resources (HR), this position provides specialized knowledge of information technology (IT) and its applications of support to the HR department for providing management data/information and HR systems and processes to achieve HR strategic initiatives.

**Qualifications:**

* **Post-secondary 3 year diploma/degree in the field of Computer Science or Human Resources with an emphasis on HR systems**
* **Minimum of 5 years' experience leveraging HR data in a large organization in order to attend to business information needs**
* **An equivalent combination of education and/or experience may be considered; preference will be given to applicants meeting the education requirements**
* **Experience implementing and maintaining Human Resources software solutions is required**
* **Experience leveraging HR data in a large organization to attend to business information needs**
* **Experience implementing and maintaining Human Resources software solutions**
* **Excellent analytical, mathematical and statistical ability**
* **Comprehensive knowledge of business analysis relating to HRMS**

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

For more information and how to apply, please visit the Fanshawe College website at: [**https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome\_css.jsp**](https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome_css.jsp)

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer.  We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**