

## **Human Resources Information System Coordinator Community Medical Center-RWJBarnabas Health**

Community Medical Center, an affiliate of RWJBarnabas Health System, is a 592-bed, fully accredited acute care hospital offering area residents world-class medical treatment with the comforts of hometown care. Opening in 1961, CMC has evolved into the state's largest non-teaching hospital and Ocean County's largest and most active healthcare facility-caring for over 24,200 inpatients, 142,500 outpatients and 81,400 emergency department patients each year.

We have an opportunity for a HRIS Coordinator. This candidate is responsible for managing the ongoing operation of the Human Resources Information Systems as the internal expert ensuring that all users maximize the systems potential. This position supports the CHRO, the HR team and other departments through the use of various HR software. Manages the operational process and validation for HRIS, data entry and report generations in PeopleSoft, maintains the integrity of the data information. Provides analysis of workforce information. PeopleSoft, MS Office, excel spreadsheet manipulation a must. Other HR systems experience preferred, (Performance Plus, Alchemy, and eTime). The ideal candidate will be able to manage assigned projects, work collaboratively within a team-oriented and fast paced environment. Taking initiative, and providing new and creative solutions using analytical skills, meet deadlines, and have a strong HR background. Bachelor's degree preferred, 5 plus years of experience in Human Resources, financial or payroll. Please apply online;

Please apply online; [www.rwjbarnabashealthcareers.org](http://www.rwjbarnabashealthcareers.org)

EOE