



HRIS Analyst

Montreal - Full-time - 744000025982491

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We are looking for a talented Functional Analyst to join our HR team. As an HRIS Functional Analyst, you will work within the Talent team and be part of the “process, systems, and operations” squad. In this role, you will act as a bridge between the needs of internal clients and technical solutions, helping to define requirements and ensure successful implementation of projects.

Your responsibilities will include supporting, maintaining, and evolving the products under your care. The analyst will need to develop a rigorous expertise in the supported systems. In addition to working closely with application vendors and internal product development teams, you will be required to analyze user needs to propose the most suitable solutions for the context and ensure the effective deployment of those solutions.

Key Responsibilities:

- **Needs Analysis:** Gather and analyze the needs and issues of internal clients.
 - **Process development:** In collaboration with the process analyst, define process flows, user stories, specification documents to guide development.
 - **Solution design:** Work with teams to assess impact and propose solutions.
 - **Vendor Coordination:** Work closely with application vendors to ensure effective product support and enhancements.
 - **Configuration :** Configure solutions in our tools.
 - **Project Support:** Support the project manager in organizing projects and planning.
 - **Implementation Assistance:** Help the development team during implementation and testing.
 - **User support :** Create training documentation and act as a trusted advisor for clients.
 - **Knowledge transfer :** Ensure knowledge transfer to support teams.
 - **Issue Resolution :** Resolve complex user issues as needed.
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- Bachelor's degree in Business Administration, Information Technology, or a related field.
 - Proven experience as a Functional Analyst or similar role.
 - Strong analytical and problem-solving skills.
 - Excellent communication and interpersonal skills.
 - Knowledge of Excel is a must
 - Basic understanding of database and web application programming languages
 - Familiarity with Jira and Oracle is an asset