

United States Jobs Expertini®

Manager, HR Data and Digital

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Company: NTT

Location: United States

Category: other-general

Want to be a part of our team?

The Manager, HRIS oversees the ongoing administration of Human Resources Information Systems to support short- and long-range Human Resources goals for both the NTT GDC Americas business and the global NTT GDC business. Maintains a working knowledge of state, federal and international legislation influencing employee data. Oversees the specification, development, and implementation of new or redesigned global systems, reports and policies and procedures for internal use. Ensures the development of proper training and documentation for system use and maintenance. Establishes data tables, structures, files, interface requirements and data integrity protocols for ongoing administration in compliance with global data privacy laws. Responsible for the administration and maintenance of performance management systems and global HRIS management. This role will have dual reporting into the Director of HR Operations for GDC Americas and the SVP of GDC Global HR & Legal.

Working at NTT

ESSENTIAL DUTIES & RESPONSIBILITIES

Serve as lead technical SME and Super User for global Human Resources Information Systems and application processes.

Design and implement policy and controls for data security compliant with US and international government regulations.

Conducts audits and analyzes compliance with US and international government regulations

and company policies.

Oversees the requirements, development, and implementation of new or redesigned Human Resources Information System functionality, integration, business processes, reports, and data integrity, meeting global business needs.

Support ongoing & annual Human Resources initiatives: talent acquisition, performance management, compensation planning, learning, new hire/annual benefits enrollment, leave of absence process, compliance training

Research and implement global Human Resources Information System improvements to reduce error, increase efficiency, and ensure alignment with organizational goals and priorities.

Effectively manages a team, their resources, development, and overall performance.

Provides direction and supervises team through effective coaching and performance management.

Collaborates with the global HR management to provide metrics and dashboards to the Executive team.

Supports global HR Department with execution of process improvements and initiatives.

Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

Demonstrates subject matter expertise with the implementation, enhancement, configuration, use, and maintenance of global HR systems.

Possess business acumen and understanding of strategic processes

Able to think critically, problem solve, and take an analytical approach to work with close attention to detail

Ability to remain open-minded and self-confident with the ability to manage multiple priorities and deadlines in a fast-paced environment.

Proven and effective leadership skills.

Thorough knowledge of international, federal, state, and local employment laws and regulations for each jurisdiction where employees work and reside.

Excellent interpersonal skills and ability to build relationships with peer leaders and individuals at all levels of the organization.

Ability to effectively translate technical concepts for a lay audience and to proactively inform, influence and educate executives, cross-functional stakeholders and team members.

Strong oral and written communication skills.

Ability to be highly confidential.

Proficient with computers to include the utilization of Microsoft programs such as Microsoft Teams, Word, Excel, Power Point and Outlook.

Able to work in a team environment.

#GlobalDataCentersCareers

EDUCATION & EXPERIENCE

Bachelor's degree in human resources, information systems, or related field or equivalent education and/or work experience.

Requires at least 5 years of experience focused on global HRIS ecosystems, with at least 3 years as a people manager, or managing project teams in a high-volume environment.

Experience must include implementation, support, configuration, and maintenance of global HR systems, business processes and integrations to other applications leveraged in the business.

Must have experience with and understanding of how global systems can be leveraged to solve different business needs and/or practices across regions and/or countries.

PHYSICAL REQUIREMENTS

Remain stationary for long periods of time

Operate computer, peripherals, and other office equipment

WORK CONDITIONS & OTHER REQUIREMENTS

Perform work from a remote location with stable internet connection

Must satisfactorily pass company-required background check process

This is a remote position that requires reliable internet connection and electricity. A monthly stipend is provided to cover expenses associated with working remotely and use of a personal mobile device, if applicable.

NTT Global Data Centers Americas, Inc. offers competitive compensation based on experience, education, and location. Base salary for this position is \$, - \$,.

All regular full-time employees are eligible for an annual bonus; payout is dependent upon individual and company performance.

Employees receive paid time-off, medical, dental, and vision benefits, life and supplemental insurance, short-term and long-term disability, flexible spending account, and k retirement plan to create a rich Total Rewards package.

Skills Summary

Dashboard Reporting, Data Analysis, Data Solutions, Diagnostics, Human Resource Information Systems (HRIS), Human Resource Metrics, Human Resources Processes, Reporting Tools, Strategy Plan

What will make you a good fit for the role?

Workplace type:

Remote Working

Equal Opportunity Employer

NTT is proud to be an Equal Opportunity Employer with a global culture that embraces diversity. We are committed to providing an environment free of unfair discrimination and harassment. We do not discriminate based on age, race, color, sex, religion, national origin, disability, pregnancy, marital status, sexual orientation, gender reassignment, veteran status, or other protected category

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