**Celerion is committed to swift, exceptional clinical research through translational medicine.**Turn your passion for science or medicine into a rewarding career!

We are searching for a part-time **HRIS Assistant**to conduct data entry into our Human Resources systems relative to employee changes, new hires and separated employees. The ideal candidate would be available 15-20 hours per week (3-4 hours per day Monday-Friday).

This position is responsible for data entry and integrity in the Human Resource Information System (HRIS) related to employee changes, new employees and separated employees.  This position assists with timecard updates/ corrections and provides administrative support to the Human Resources department.

**Essential Functions**\*

* Enters and maintains accurate data entry updates for up-to-date human resource files, records and documentation related to employee changes, new hires and separated employees.
* Maintains the integrity and confidentiality of human resource files and records.
* Manages timesheet issues related to reporting, follow-up with employees and correction in the time management system.
* Provides assistance with audits exception time reporting and ensures accurate data and reporting.
* Troubleshoots HRIS and Time & Labor system issues and concerns
* Maintains Deltek Talent Management System and troubleshoot user issues
* Provides administrative support to the HR department including, but not limited to, printing and filing of employee changes, payroll support, project support, etc.
* Maintain a general understanding of employment regulations, industry trends, current practices, applicable laws and employment legislation pertaining to all personnel matters and federal requirements that could be impactful to the HRIS system

**Requirements**

* Associate’s degree or equivalent combination of experience and/ or education
* Past experience of HRIS data entry preferred
* One year of database/ project management experience preferred
* Advanced knowledge of MS Excel using pivot tables and vlookup functions
* Effective organizational and interpersonal skills including written and verbal communication skills.
* Ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
* Ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
* Ability to collaborate effectively at all levels of the organization.
* Ability to manage multiple priorities.