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## Sr. Manager, HR Technologies and Process Optimization

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### Description

The People team helps to advance Q-Centrix's mission and vision, in part by stewarding a vibrant culture where every team member feels a strong sense of belonging and community. Critical to this effort is empowerment, learning and communication, which we know can only be improved by data transparency and technological efficiencies! This is why we're looking for a Sr. Manager of HR Technologies and Process Optimization to join our People Leadership Team, reporting to our Chief People Officer. This key leader will serve our fast-growing organization as a technical implementation and integration specialist, overseeing all elements of process optimization for People operations. The ideal candidate will be inspired to create a world-class employee experience by defining and delivering technology solutions to advance data transparency.

We take a lot of pride in what we do and the community we've built, which is centered around our People Team norms. If these resonate with you, we'd love to talk!

- Psychological safety: We are a team that trusts, supports and empowers each other. We give and receive feedback in support of growth.

"Vegas" rules apply.

- Tactful communication: We keep confidential information close to the chest and use good judgement to determine who needs to be "in the know."

- Growth mindset: We are resilient, forward-looking thinkers who ask big questions. We have a natural curiosity and a love of learning.

- Team commitment: We are united—open to debate yet committed to moving team initiatives forward together. We work as a cohesive unit without a personal agenda.

- Strategic outlook: We are in service of organizational goals—our team is a driving force in the business. We balance short-term needs with the long-term game. And, we're scrappy...our instinct is to roll up our sleeves and contribute!

### Like the way this sounds? Let's talk about the responsibilities of this role:

- Design a master project plan to identify and align Human Resource system vendors/partners (including payroll, HRIS/HCM, LMS, and benefits administration) to support our desired employee lifecycle. Evaluate technology for the right fit at the right time. Own and oversee the selection, implementation and integration of all new HR technologies.

- Ensure consistent and accurate processing of variable pay rules and compensation payments with payroll and perks vendors across all 50 states. Once stabilized, successfully transfer the payroll function to the Finance team.

- Lead HRIS/HCM implementation with a focus on best in class user experience and build an onboarding and training program to educate new users. Inspire adoption through a stronger, more relevant UI/UX.

- Partner with leadership to enhance technology with a goal to improve management reporting and analyses, employee communications, performance enablement, and HRIS/HCM utilization.

- Partner with Learning and Development and Quality Education to identify the best

### Hiring organization

Q-Centrix

### Employment Type

Full-Time

### Job Location

Chicago, Illinois

### Date posted

January 30, 2020

LMS to address both internal and external learning needs.

- Serve as SME and agile support for the People Leadership Team through strong project management, communication and coordination.
- Document processes and workflows with systems thinking and repeatable, sustainable processes as the outcome.
- Provide recommendations as needed, with an eye for lean six sigma process improvement. Participate in process improvement efforts across the organization by leading or joining cross-functional teams organized around change models to accelerate business performance.

**Requirements:**

- 5+ years' experience in human resources or a combination of HR and project management
- Strong background in process and project management, working closely with multiple teams
- HRIS/HCM implementation experience
- Vendor management experience, specifically in payroll, benefits and compensation administration
- Knowledge of federal and state labor and benefit laws and regulations
- Creative problem-solver – willing to take risks and generate new ideas
- Client oriented – collaborative, responsive, ability to facilitate consensus among divergent viewpoints and build relationships at all levels that inspire confidence
- Great communication and documentation skills. Smart and effective user of presence tools (ex: Confluence, Slack, etc.)
- Passionate advocate for a better employee lifecycle experienced through modern technologies

Preferred:

- Master's degree in related field
- Six sigma certification or Lean background
- PMP certification

**Contacts**

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