

# Franklin International

<b>Div./Depart:</b>	HR	<b>FT/PT:</b>	Full-Time - seasonal
<b>Job Title:</b>	HR Information System Intern	<b>Incumbent:</b>	Previous - Miami Williams
<b>FLSA</b>	[ ] Exempt [x] Non-Exempt [ ] Union	<b>Supervisor:</b>	Doug Reys
<b>Last Revised:</b>	1/15/2024	<b>HR:</b>	Lori Buchwalter

## **Primary Job Objective**

This position is responsible for providing support for the Dayforce website and other electronic databases maintained by the HR Department.

## **Fundamental Job Tasks**

*Maintains the Dayforce website.* Activities include entering new webpage information, auditing links and repairing, updating, or replacing broken links. Gives technical instructions in lay terms to end users experiencing problems logging onto or using the website. Provides clear written and spoken information about a problem, issues, or event to the appropriate HR employee for further problem resolution, if needed. Performs quality checks on the website content.

Completes on-line training specific to the database software. Reads software manuals. Researches issues in the software documentation.

Assists management with documentation and reporting.

May run back-up of limited access drives. May organize, archive or clean-up other electronic file systems. May scan documents for storage in an electronic format. May file paper documents. May move supplies to or from storage areas. May attend user group meetings virtually or in person.

Secondary databases include the parking system, The quality system “Workbench” SharePoint HR page, and the employee portal database.

Maintains absolute confidentiality of employee data found on the system or in other documents or communications.

Complete HIPAA Training (Medical Information Confidentiality)

## **Other Job Tasks (Non-essential)**

Optional training in HR or business topics is available.

## **Supervisory Responsibility**

None

## **Knowledge and Skills**

Working knowledge of Windows operating systems and the MS Office Suite applications is preferred. The position requires excellent interpersonal skills, as well as good written and verbal communication skills. Position requires a high degree of confidentiality.

## **Working Conditions**

This position performs work within a standard office environment. If the applicant is under 18 year of age they are specifically prohibited from entering the manufacturing or laboratory areas. If permitted in such environments, this person is required to wear the appropriate eye, ear, head, and foot protection (PPE).

*This description is not intended to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the position. It is, instead, a description of the essential elements of the position that are needed for recruitment, placement, orientation, training, competency and performance assessment, classification, compensation determination and other Human Resource Actions.*