



PR/118715 | HRIS Specialist, EMEA

Job Information

Recruiter

JAC Recruitment UK

Job ID

1607832

Industry

Other (Recruitment Services)

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 11:05

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

SUMMARY OF JOB PURPOSE

We are on a mission to drive and expand their global business and become the most iconic premium lifestyle brand. We are seeking an experienced HRIS Specialist to join our HR team. The HRIS Specialist is responsible for the administration, governance, optimisation and continuous improvement of HR systems across the EMEA region. The role serves as the subject matter expert for HR technology, employee data management, reporting and system-enabled HR processes, ensuring data integrity, compliance, security and HRIS user experience for employees, managers and HR stakeholders. Working closely with HR, Payroll, Finance, IT and external vendors, the HRIS Specialist will support the implementation of scalable HR systems and digital solutions to enable business growth, operational efficiency and data-driven decision-making, ensuring alignment with Global HQ priorities.

DUTIES AND RESPONSIBILITIES
HRIS Ecosystem Management

- Own and manage the HR technology landscape across EMEA, ensuring systems remain effective, secure and aligned to business requirements.
- Act as System Administrator for HR platforms, including HRIS, employee self-service, manager self-service

and integrated HR applications.

- Manage user access, security roles, workflows, configuration and system governance.
- Maintain relationships with HR technology vendors and external providers.
- Ensure HR systems support the full employee lifecycle, organisational growth and future scalability.

Data Integrity & Governance

- Act as custodian of employee data across all HR systems.
- Establish and maintain robust data governance standards, policies and controls.
- Monitor data accuracy, completeness and consistency through regular audits and validation activities.
- Ensure compliance with GDPR, data privacy requirements and company information security standards.
- Develop processes for data retention, archiving, access management and audit readiness.
- Produce and maintain HR data dictionaries, governance documentation and operating procedures.

Reporting & Analytics Capability

- Develop and maintain HR dashboards, workforce reports and people analytics capability.
- Produce regular and ad hoc reporting for HR, Finance and business leaders.
- Analyse workforce metrics including headcount, turnover, absence, recruitment, compensation and organisational trends.
- Support workforce planning, budgeting and organisational decision-making through data-driven insights.
- Improve reporting automation and self-service analytics capabilities across the business.

System Improvements & Integrations

- Identify opportunities to optimise HR processes through technology enhancements and automation.
- Lead the configuration, enhancement and continuous improvement of HR systems.
- Manage integration requirements between HRIS, payroll, benefits, finance and other business systems.
- Coordinate system upgrades, testing and release management activities.
- Develop business requirements and work with vendors and IT teams to implement solutions.
- Ensure system changes are effectively documented, tested and communicated.

Systems Support & Training

- Act as the primary point of contact for HR systems support across EMEA.
- Troubleshoot system issues and coordinate resolution with vendors and technology partners.
- Provide expert guidance to HR teams, managers and employees on HR systems functionality.
- Develop training materials, user guides and knowledge resources.
- Deliver system training and promote adoption of self-service tools and digital solutions.
- Monitor user feedback and identify opportunities to improve user experience.

Technology Projects

- Lead and support HR technology projects from planning through implementation.
- Manage project plans, timelines, risks and stakeholder communications.
- Coordinate data migration, system testing, user acceptance testing and deployment activities.
- Support HR transformation and digitalisation initiatives.
- Partner with HR, IT, Finance and external providers to deliver successful HR technology solutions.
- Ensure projects achieve intended business outcomes, efficiencies and user adoption targets.

YOUR EXPERIENCE

Essential

- Strong HRIS administration and systems management experience.
- Significant experience administering SuccessFactors.
- Experience of managing data flows from SuccessFactors to S/4HANA, Okta/SSO. Experience of SAP Concur integration.
- Experience of workforce management apps such as Storeforce, ATOSS and Illness Manager.
- Other HRIS platforms (e.g. Workday, Oracle HCM, Dayforce or equivalent) are desirable.
- Strong understanding of HR processes and the employee lifecycle.
- Strong understanding of HR data governance, GDPR and data privacy requirements.
- Advanced reporting and workforce analytics capability.
- Experience managing system integrations (e.g. SAP Concur Integration) and technology projects.
- Strong stakeholder management and communication skills.
- Ability to translate business requirements into technical solutions.
- Advanced Excel and reporting tool expertise (Power BI desirable).
- Strong analytical and problem-solving capability.
- Experience working across multiple countries and jurisdictions.
- Ability to manage multiple projects and priorities simultaneously

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding

#LI-JACUK #SY

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.co.uk/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.co.uk/terms-of-use>

Company Description