

## POSITION / JOB DESCRIPTION:

Job Particulars			
<b>Position</b>	Implementation Engineer (Jr)	<b>Reports To</b>	Sr. Implementation Consultant / VP - Implementation
<b>Department</b>	Implementation & Technical Services	<b>BU / Work Location</b>	Chennai (preferable), India

Job Purpose <i>(Brief summary of the position i.e. why the position exists)</i>
<ul style="list-style-type: none"> <li>To Coordinate and Implement (Configure, Import Data, Train End Users) various modules of TalentOz HRMS for customers.</li> <li>To Work with Managers to derive and maintain Overall Implementation Plans and produce periodic status reports to various stakeholders</li> <li>To provide Post Implementation / Production Support for various modules of TalentOz</li> </ul>
Roles & Responsibilities <i>(Brief listing of major Roles to be performed by this position and the Responsibilities)</i>
<ul style="list-style-type: none"> <li>Interfacing with customers for the entire duration of Implementation from kick-off to closure</li> <li>Understand the HR practices / policies / requirements of Customers</li> <li>Guide customers and Collect Configuration &amp; Transactions Data for the modules (Organization, Employee Master, Payroll, Leave, etc.)</li> <li>Review collected data, Configure the modules and Import Data</li> <li>Conduct End User Training, support UAT and guide &amp; assist customers to Go Live with the modules</li> <li>Provide Post Implementation Support and continuous Production Support as part of HelpDesk</li> </ul>

Qualifications <i>(Minimum Qualification Required For The Position)</i>	Experience <i>(Minimum Number Of Years And Type Of Experience Required For The Position)</i>
Any Graduation	<ol style="list-style-type: none"> <li>Overall Work experience (including non-HR domain): <b>2 to 3 Years (max).</b></li> <li>Experience in Implementation of HR Systems (HRMS / HRIS) with direct client interaction: <b>1 to 2 years</b></li> <li>Experience in Payroll module implementation is preferable</li> <li>Work Experience in web-based / Cloud-based (SaaS) applications would be considered an advantage.</li> </ol>

Skills / Competencies Required	
Functional	Core/Behavioral
<ul style="list-style-type: none"> <li>Good written and spoken English communication</li> <li>Analytical thinking and problem solving</li> <li>Experience &amp; Knowledge in core modules of HRMS, like Org. Setup, Leave Management, Claims, Time &amp; Attendance, PMS, Recruitment, Learning &amp; Development</li> <li>Customer Handling &amp; Support</li> </ul>	<ul style="list-style-type: none"> <li>Adaptability</li> <li>Proactive Thinking</li> <li>Excellent interpersonal and team coordination skills</li> <li>Workplace Communication</li> <li>Attention to Details</li> <li>Ability to work balance multiple priorities</li> <li>Should be a good team player</li> </ul>