



## **Workforce Management System Administrator**

The Workforce Management (WFM) Manager is responsible for the administration of the Workforce Management module of Ceridian Dayforce. The WFM Manager impacts system design, functionality, and utilization by strategically analyzing and translating organizational needs into technical configuration, process design, and change management procedures. Partnering with cross-functional teams, this role will lead and participate in workforce management projects and configurations that positively affect our business units and their operations. Additionally, this role will serve as customer support, troubleshooting any issues or enhancements and providing users with training and documentation. While technical aptitude is a must, we are looking for a true team player that can partner with the HR, Benefits, Payroll, and Operations teams to take us to the next level.

### **Essential Skillset:**

- Strong quantitative and analytical skills; experience with advanced use of Excel and using statistical analysis applications, i.e. SQL/Oracle/XML
- Aptitude for creative thinking and problem solving
- Ability to work independently and as a team player

### **Job Requirements:**

- Minimum of 3 yrs experience in HCM, HRIS, Payroll, or Time & Attendance system administration and configuration
- Strong understanding of employment, payroll, timekeeping, wage & hour concepts, and regulations
- Experience with HR & Payroll reporting tools
- Ceridian Dayforce experience preferred

We offer benefits to meet a wide range of needs. From medical, dental, and vision plans, to 401k with a company match and flexible spending accounts, and legal aid, we've got you and your family covered.

Since 1925 Burriss has been growing its business and its family of team members. From driver to warehouse, dispatcher to administration, the Burriss team is known for integrity, reliability, and a dedication to customers. Join our team and experience a reputation to be proud of.

**EEO STATEMENT:** Burriss Logistics is an Equal Opportunity employer. All Team Members and applicants are considered without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or any status which is protected by state or federal law



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**Link to Apply:** <https://burriss-logistics.breezy.hr/p/164fac7d2bd0-workforce-management-system-administrator-time-attendance-hris>