



Beacon Roofing Supply, Inc.

# Human Resources Information Systems Manager

## Herndon, VA (Washington DC)

Beacon Roofing Supply, Inc. is one of the largest distributors of residential and non-residential roofing and complementary building products in North America. We currently consist of 13 regional companies in 38 states and 6 Canadian Provinces with 239 locations and more than 3,000 employees. We are known throughout the building supply industry for having quality people, quality service and quality building products.

Beacon's mission is to be the leading North American supplier to commercial and residential roofing and exterior building contractors through a family of long-established regional suppliers and to add value to our contractor customers' businesses, to our employees' careers, to our investors' assets, and to our suppliers' products.

Our local branches stock a comprehensive product line that caters to their markets. In addition to roofing, local product offerings can include windows, siding, decking, waterproofing and many other external building products. Our status as a leader in our industry allows us to develop strong partnerships with leading brand manufacturers and to stock an unmatched supply of the professional components necessary for the quality, timely completion of our contractor-customers projects.

We provide our customers with a comprehensive array of value-added services which distinguish us from our competition. We have earned a reputation for excellent employees, professionalism and high-quality service. We believe that quality service does not end with the delivery of materials – it ends with the successful completion of the project. As a result, "partnerships" are formed between Beacon branches and our customers that go beyond the industry norm.

Beacon has grown by expanding its existing regions and by making strategic acquisitions. Our business is well-balanced between new and re-roof applications in both residential and commercial markets. A highly scalable platform, a proven business model, results-oriented management and a strong people-focused corporate culture give us a solid foundation for continued growth.

Beacon Roofing Supply is publicly traded on the NASDAQ stock market under the symbol BECN. In June of 2006 Beacon Roofing Supply was named to the NASDAQ Global Select Market. Beacon is a FORTUNE 1000 company.

We are currently seeking a Human Resources Information Systems Manager for the entire Beacon organization based in Herndon, VA. This position will report to the Vice President of Human Resources. Beacon is upgrading all of our electronic HR systems and this individual will be responsible for helping with this process. Beacon needs someone who knows both Ceridian and SuccessFactors inside and out and feels comfortable navigating throughout them.

### The Responsibilities Include:

- The HRIS Manager will be responsible for helping with all systems related issues; you will be a go to for everything
- Drive the roll out of new systems help roll out of new systems.
- Oversee the system reviews and testing

- Develop a customized payroll and reporting systems
- Implementation of selected HRIS systems including Ceridian and SuccessFactors in the US and Canada.
- Enter new hires and process all employee transactions such as; title changes, transfers, salary changes, leaves, terminations, etc.
- Employee and Manager Self Service administration
- Responsible for maintenance of system databases, security role setup and workflows
- Design and analyze system generated reports
- Investigate and resolve system related issues providing first level support, communicate effectively with users to troubleshoot and address technical and process issues
- Identify training needs of end users, provide necessary training
- Assist the VPHR in the rollout of new policies, procedures, or programs, as needed
- Assist with all audits.
- Lead change initiatives tied to HRIS systems to drive organizational effectiveness, talent development and growth for operations across the sites.
- Participate in organization wide human resources initiatives including leadership and employer of choice efforts.
- Strong business acumen and analytical mindset with the ability to lead, implement, and facilitate change.

#### **The Ideal Candidate Will Have:**

- Minimum 5 years of HRIS experience.
- Bachelor's degree in IT, Business, Finance or Human Resources related field with advanced academic and professional training preferred.
- Prior work experience with a Fortune 500 company that is well known for HR practices.
- Preference for previous experience with SuccessFactors and Ceridian.
- Demonstrated leadership skills and process orientation.
- Strong project management skills.
- Strong ability to work in changing environment, see through complexity.
- Balancing HR actions...demonstrate thought leadership and execute.
- Ability to be effective in a highly matrixed environment, to effectively communicate with and influence all levels of the organization and drive change.
- Demonstrated successful experience in working in a demanding, high performance work environment and team oriented culture.
- Must be able to think and act strategically, but also be willing to "roll up sleeves" for all HRIS functions.

*An Equal Opportunity Employer*

[www.beaconroofingsupply.com](http://www.beaconroofingsupply.com)