



Where Energy and Opportunity Unite

From its infancy as strictly a diving business, Helix Energy Solutions Group has evolved into an integrated marine contractor and operator of offshore oil and gas properties and production facilities worldwide. From the very beginning, we've set high standards for excellence and effort in every facet of our business and we continue to follow that path without deviation.

Our commitment to excellence has led us to become:

The leading oil and gas producer in the GOM, focusing on fields considered marginal by major operators both in shallow and deepwater; The world's largest rig-less well intervention contractor; Most active deepwater reeled pipelay contractor in the GOM; and the largest independent reservoir engineering and well technology consulting business.

Our achievements are powered by our most valuable asset - the talented, committed employees at all levels and locations throughout the world. Our experienced and motivated teams have diverse skills and expertise, but they share a common commitment - to safe operations, exceptional performance and unparalleled customer satisfaction.

Because of our continuous growth, we would like to invite you to consider Helix ESG as a career option. Helix Corporate Human Resources has a need for a dynamic and talented **Senior Oracle HRMS Analyst** located in our Houston offices in the Information Technology Group.

About the Senior Oracle HRMS Analyst

The primary role of this position will be to provide senior level support for our Oracle HRMS module. Additional duties include: Work closely with key HR, Payroll and Benefits business users to understand requirements and resolve issues around existing HR/Payroll/Benefits processes. Work with users to coordinate the implementation of any new HRMS functionality, processes or business requirements. Coordinate and participate in system testing for enhancements and projects. Coordinate with team to maintain appropriate user guides and other training materials; conduct new user and 'refresher' training courses. Work with developers to design and test extensions to the Oracle Applications, primarily in developing additional reports and interfaces. Work closely with the rest of the IT support team to enhance their functional understanding of the system. Work with Oracle Support and hosting provider to resolve issues.

Experience Required:

Bachelor's degree in IT related or business program is preferred. 6+ years of "hands-on" experience with the Oracle HRMS 11i (preferably with a combination of functional and technical experience). Proven experience in both an implementation and post production support role. Solid skills in several (or) all of the following modules are essential (Human Resources, Payroll, Advanced Benefits, Time and Labor, Learning Management, Employee and Manager Self Service). Exposure working in a global HRMS environment with multiple operating units, organizations, currencies, etc. Experience in an environment with an "in-house" Oracle payroll is a MUST! Good understanding of HRMS related table and API's. Sound technical knowledge in SQL, PL/SQL. Experience creating reports in Discoverer, XML publisher or other Oracle tools. Excellent knowledge in statutory and regulatory requirements, including year-end processes and Benefits Open Enrollments. Exceptional ability to diagnose and solve system problems while maintaining professionalism and courtesy. Adaptable and resourceful, capable of working under pressure to meet aggressive deadlines with limited resources. Proven interpersonal skills; ability to work productively and professionally with any level of business and technical resources. Self-starter and strong self-initiative to meet project deliverables, overcome issues, and effectively communicate project timelines for deliverable and resources. Strong documentation skills including AIM methodology.

Preferred Skills:

Experience in the marine construction / offshore oilfield service industry is a bonus. Experience with Oracle workflow and fast formula. Working knowledge of Oracle GL and Oracle Projects. Exposure and understanding of Oracle Applications Framework. Good understanding of Oracle HRMS security model. Exposure to HRMS DBI is a plus.

Compensation

Helix offers a competitive compensation structure and a complete benefits package.

How to Apply

To apply for this position email your resume in Word format to recruit@helixesg.com and include "Sr. OHRMS Analyst – Orafaq.com" in the subject line.

EOE