

HRIS Analyst (Workday) Turda, Cluj, Romania

Sonaca Romaia is an aerospace manufacturer (Airbus, Embraer, Ariane), part of Sonaca Group (Belgium) and has opened the second factory near **Turda (Cluj)**, with ambitious plans to grow its team to almost double the current size.

This role is key in ensuring operational **support, maintenance, optimization, and continuous improvement of the Workday HRIS** across multiple international subsidiaries.

The role supports both **HR teams and managers** in their day-to-day use of Workday, ensures system stability and data integrity, contributes to reporting and analytics, and participates in global HRIS initiatives and system enhancements.

Located in Belgium or Romania, the position operates within a **global HRIS organization**, in close collaboration with HRIS stakeholders in Sonaca Group.

Key Responsibilities

Operational HRIS Support

- Provide **operational functional support** for Workday to:
 - HR teams across subsidiaries
 - Business managers and key stakeholders
- Analyze, troubleshoot, and resolve issues related to Workday usage
- Act as a trusted HRIS point of contact for system-related questions and requests
- Collaborate with HR, IT, payroll providers, and external partners where needed

Workday System Administration & Maintenance

- Maintain, configure, and optimize Workday modules, including: HCM, Recruitment, Talent, Learning, Compensation
- Support day-to-day system operations, data maintenance, and configuration updates
- Ensure data integrity, security roles, and compliance with internal policies
- Participate in Workday releases, regression testing, and implementation of new features
- Monitor and support **Workday integrations** with Payroll and IT systems

Reporting & Analytics

- Design, develop, and maintain **standard and custom Workday reports and dashboards**
- Support HR and business stakeholders by translating requirements into meaningful reports and insights
- Perform data audits, mass updates, exports/imports, and data clean-up activities

Continuous Improvement & Projects

- Identify opportunities to **improve HR processes and system efficiency**
- Contribute to HRIS projects, including:
 - New module implementations
 - Process optimization initiatives

- Integration and enhancement requests
- Support User Acceptance Testing (UAT)
- Develop and maintain **SOPs, system documentation, and user guidelines**
- Deliver training and knowledge-sharing sessions to HR users and managers

Candidate Profile

- Bachelor's degree in HR, Information Systems, BA or related field
- 2-3 years' experience in Workday/HRIS functional support or a similar role:
 - Proven hands-on experience with Workday in a functional analyst or HRIS support capacity
 - Strong functional knowledge of Workday modules, including HCM, Recruitment, Compensation, Talent and Learning
 - Experience in System configuration and maintenance, HR data management and reporting
- Fluent in English **and** French (spoken and written)
- Experience in an HR role is a plus.
- Ability to work effectively in a multilingual, international environment
- Strong analytical and problem-solving skills
- Good communication skills, with the ability to interact with both technical and non-technical stakeholders

What you will find here:

- A great team to work with
- Lots of learning opportunities
- Excellent work-life balance
- Possibility to work from home 2 days/week
- Flexible working hours
- A role exposed to executive communities inside & outside the organization

If all this sounded good and you want to join our team, send your resume now at sat.recrutare@sonaca.com with subject HRIS Analyst (Workday)!