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# Example of Career Advisor Job Description

Our company is growing rapidly and is looking to fill the role of career advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for career advisor

* Meet regularly with participants to assess skills, experience, and job readiness
* Make timely and appropriate participant referrals to Account Management
* Research and provide targeted and appropriate job leads to participants
* Coordinate the tracking and reporting of attendance, interviews, and placements
* Accurately provide eligible participants with metro cards
* Ensure the organization and accuracy of participant documentation
* Provide resources and external referrals as needed, for services such as clothing, childcare, food assistance
* Deliver high-quality training for authors, peer reviewers and editors in Eastern Europe, Middle East, and Africa (EMEA)
* Assist in the preparation of the Company's Federal corporate, partnership, fiduciary and excise tax returns
* Assist in the preparation of the quarterly and annual Federal tax provision process

## Qualifications for career advisor

* Experience developing presentation content and materials, in both offline and online settings
* Excellent verbal and written communication skills and the ability to present ideas in a clear and concise manner
* Attention to detail and consistency in approach to work
* At least 2 years HR experience preferably in a commercial environment
* Ability to develop effective working relationships at all levels of the organisation
* Competent in using excel and data analysis skills would be advantageous