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# Example of Career Advisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of career advisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for career advisor

* Developing effective working relationships with Head Office, Retail Managers, Area Managers, Head of Retail Store Operations and Head Office employees
* Serve as a link between Management and employees by handling questions, helping resolve work related problems using due diligence
* Advise Managers on organisational policy matters
* Support the HR BP with Employee Relations advice on a daily basis
* Act as the first point of contact for Store Management
* Advising and managing disciplinaries and grievances
* Inspect the installation of mains, services and facilities to ensure compliance with all codes and procedures
* Supervise work performance of Contractor forces and report non-compliance with the ability and expectation to stop work if appropriate
* Complete QC reports on all inspected work and record results in EQAT
* Follow up with coaching and mentoring of Contractors where required

## Qualifications for career advisor

* Excellent business acumen, presentation skills and problem solving attitude
* Experience working for a startup enterprise
* Experience working for large Fortune 1000 company
* Experience in high level channel management including work with tier one consulting organizations such as PwC, Deloitte, IBM, Accenture
* Supply chain operational experience
* Experience selling cloud-based software solutions and professional services