Downloaded from <https://www.velvetjobs.com/job-descriptions/consultant-human-resources>

# Example of Consultant, Human Resources Job Description

Our innovative and growing company is looking to fill the role of consultant, human resources. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for consultant, human resources

* Supporting and promoting HR events through a variety of communication platforms and messaging
* Analyze the applications in the applicant pools to determine if the candidates meet the minimum specifications and the special needs of the hiring department
* Consult with the Talent Solution Supervisor with any issues that may arise about position and the selected applicant
* Maintain knowledge of and identifying applicants with employment priorities such as promotional priority, veteran’s preference, RIF priority
* Consult with department hiring managers on the development of recruitment strategies, to include targeted recruitment and special advertising
* Consult to establish a functional posting in PeopleAdmin that will assist with the recruitment and selection process and ensure compliance with all federal/state laws and regulations, including AA Plan compliance
* Screen and refer qualified applicants to hiring manager for interviewing
* Consults with business unit leaders to identify gaps in existing HR policies and programs
* Assists with data gathering and interpretation
* Assist managers in the recruitment, selection and on-boarding process within the region including reparation of all offer letters, pre-hire paperwork, orientation content

## Qualifications for consultant, human resources

* Comfortably interface with external agencies (employment, governmental), internal and external counsel
* Must be extremely organized, self-motivated, and capable of working in a rapidly changing environment with the ability to effectively interact with all levels of management
* Must have a professional demeanor and the ability to maintain confidentiality at all times when dealing with personnel matters
* Knowledge of Equal Employment Opportunity regulations & guidelines
* Knowledge of state & federal regulations related to culturally & linguistically appropriate services
* Evidence of strong verbal & written communication skills