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# Example of Employment Consultant Job Description

Our growing company is looking for an employment consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for employment consultant

* Oversee the delivery of day-to-day communications activities across the business lines, including liaising with operational communication colleagues to send out messages to the market
* Create an 12-month messaging plan for the business line that sits in the broader corporate communications and marketing messaging plan
* Support the identification and sharing of best practice in business management to support service improvement
* Provide excellent customer service via telephone, email, in-person, and on-site
* Concisely and effectively document issues in the tracking system
* Troubleshoot hardware and software issues on Windows and OS X devices
* Manages a caseload of participants and provides employment counseling and coaching
* Collect and upload current job posting information in system of record/central order unit
* Develops and refers qualified candidates to current job opening and placement
* Able to communicate effectively to both oral and written

## Qualifications for employment consultant

* Researching and preparing objections to the South African Revenue Service on incorrect assessments
* Corresponding with the South African Revenue Service on follow ups on clients affairs
* Update and use of internal software
* Following up on outstanding information with clients
* Monthly Pay As You Earn Calculations
* Pay As You Earn reconciliations