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# Example of Employment Consultant Job Description

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

## Responsibilities for employment consultant

* Identify and make recommendations for improvements to existing Employment Practices processes in order to support proactive and timely responses to identified issues and trends within supported business or the company as a whole
* Provide timely, creative and relevant Employment Practices advice to people leaders in assigned business units that appropriately balances business needs against individual employee issues/ concerns and ensures compliance with relevant employment legislation
* Provide expertise and advice to HRBPs, business leaders and other Employment Practices Consulting members on the employment implications of business unit changes
* Ability to use Workforce Solutions assessments tools
* Provides job retention services to the employers, such as, on site follow-up and monitoring of candidates performance, coordination of counseling and guidance services by the placement team, request of AWT services
* Conduct quantitative analysis (experience with Excel essential
* Assist with report-writing and presentations
* Accompany colleagues on site visits and to client meetings
* Collaborate closely with other project teams, and external partners and stakeholders
* Prospective and returnee migrant workers and their families

## Qualifications for employment consultant

* Preparation and calculation of estimates and hypothetical tax calculations
* Strong organizational skills with the ability to effectively prioritize and complete daily tasks short- and long-term projects concurrently
* Conduct high quality workplace investigations following established guidelines and best practices in response to complaints or allegations
* Partner with others within the company to ensure timely, effective and efficient resolution of HR issues
* Work with a wide range of internal and external parties to evaluate situations and determine necessary steps to be taken.​
* Maintain expert knowledge of the company’s HR policies and procedures US employment laws and regulations