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

# Example of HCM Consultant Job Description

Our company is growing rapidly and is looking for a HCM consultant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HCM consultant

* Shape and influence client attitudes to outcomes and key benefits for both the client and HP
* Proactively identify problems and initiate appropriate corrective actions
* Support super users with Function Spec’s development
* Support Development team with implementation & unit testing
* Co-ordinate prioritization meeting (managing service requests priorities)
* Has a periodic ticket review meeting with local or regional SLA partners
* Following the change from initial request through to implementation, and ensuring any roadblocks (approvals, testing) are quickly addressed
* Translating the business need into a functional requirement which can be actioned as a change request
* Assessing the documentation and test requirements for the change
* Updating the functional and test specifications

## Qualifications for HCM consultant

* Proficiency with MS Office including Word, Excel, MS Project, PowerPoint, SharePoint, and Visio
* Professional Certification in one of the following areas is desirable but not essential - Prince 2, PMI
* Functional and technical experience with ERP or other HCM products (e.g., SAP, Workday, Salesforce.com, PeopleSoft, Oracle, ADP) software preferred
* Knowledge of .NET, XML or HTML a plus
* Enthusiastic, professional, and confident personality, with a focus on team and individual success
* Ability to work with a diverse project team