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# Example of Staffing Consultant Job Description

Our growing company is searching for experienced candidates for the position of staffing consultant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for staffing consultant

* Resolve conflict between the provider and the business client as needed during the work assignment
* Maintain accurate information in company database to ensure tasks are completed in a timely manner
* Provide weekly report of activities and other reports as requested by sales & recruiting management
* Work with Provider Pay Clerks as needed in gathering and verifying information on provider work logs
* Attempt to reach resolution with competitors as needed concerning providers and business client issues
* Provide feedback and coordinate with Recruiting Manager and Account Manager to implement regionally targeted marketing to strengthen awareness of D&Y services
* Provide after hours on-call support on a rotating schedule to be available to resolve business needs of providers and business clients
* Perform other projects/tasks as assigned by management
* Partner and build meaningful relationships with key stakeholders within LinkedIn Talent Solutions – Search & Staffing Team, subject matter experts across LinkedIn Talent Solutions, to bring to life the top priorities for the business via an enablement strategy for growth
* Own the enablement strategy while being part of the core team who determines the priorities for the entire global search & staffing business

## Qualifications for staffing consultant

* Finance Master's degree/MBA or equivalent
* Experience in developing and utilizing predictive analytics and statistical modeling
* Proficiency on MS office, Exchange, Lync
* Preferred Bachelor's Degree in Human Resources or related field required
* Former or current RN's are a plus
* Bachelors Degree in Management, Liberal Arts, related field or an equivalent combination of education, training and experience is required