



# Example of Career Advisor Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

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

## Responsibilities for career advisor

- To coach and provide advice/support to staff for all employee relations cases (including but not limited to)
- Develop policies and procedures as appropriate ensuring that current employment law and best practices are adhered to
- To coach and support the HR Assistants in their development ensuring HR policies and procedures are correctly implemented and administered
- Support drive a variety of projects, both local and global such as key annual processes turnover analysis, salary reviews, bonus scheme and appraisals, in conjunction with the HR manager, global HR teams, and specialist HR teams (Reward, L&D, Recruitment, Payroll) where required
- Oversee and ensure accurate payroll information ensuring approval processes are followed in a consistent and timely manner
- Keep up to date with developments in employment related legislation and HR practices, contributing to own and team's learning through lunch and learns, effective communication and sharing of information
- Provide requested reports on trends and review business needs
- Ensure accurate data entry and reporting of all activity into HireDevry, including observation notes, career advancements/employments and job development activity
- Work with the front office and risk control ensuring compliance to the risk policies
- Provides risk management technical expertise to risk control and other stakeholders

- 
- Familiar with major disorders and its management of related therapeutic area
  - At least 1-year working experience in relevant department of tier 3 hospitals
  - Working experience in Medical Dept of multinational pharmaceutical companies
  - Fluent English communication in reading, written and spoken formats
  - Good Microsoft office software skills
  - Minimum 3 years of corporate income tax experience with a large corporation or CPA firm