



Example of Consultant, Human Resources Job Description

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Our innovative and growing company is looking for a consultant, human resources. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for consultant, human resources

- Communicates, and consults on the needs of the business unit related to the HR functions (Total Rewards, Talent Acquisition, Organization and Training Development, Strategic Programs, Diversity & Inclusion, and Employee Engagement)
- Assist leaders in addressing individual and organizational effectiveness issues and compensation administration
- Deploy strategic HR and diversity and inclusion initiatives to improve department results
- Ability to create, maintain and deliver a change management and communication plan for project work
- Developing and implementing change management activities to deliver the required business outcomes on time and in budget
- Works collaboratively with Benefits, Leaves, and Retirement Program Management units to audit benefits, retirement, leaves practices and processes
- Performs other related duties as assigned and/or required
- Provides customer service and partners with HR areas on wide variety of issues
- Establishes, builds and manages relationships with business leadership and management
- Represents the business area and assists in the development and implementation of corporate-wide HR policies and procedures

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- Candidate must have a minimum of 6-8 years of HR experience, preferably from a Generalist role
 - Prior experience in a Financial Services business (prefer previous investment banking experience/knowledge)
 - Strong consulting, project management and process thinking abilities
 - Strong team player work ethic in client management model, partnering with teammates and integrating tools and processes required to meet the needs of business and engage with all levels within the organization
 - Oral and written bilingualism (French and English)
 - Must have excellent writing skills in both languages