



# Example of Consultant, Human Resources Job Description

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Our innovative and growing company is looking to fill the role of 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

- Supporting and promoting HR events through a variety of communication platforms and messaging
- Analyze the applications in the applicant pools to determine if the candidates meet the minimum specifications and the special needs of the hiring department
- Consult with the Talent Solution Supervisor with any issues that may arise about position and the selected applicant
- Maintain knowledge of and identifying applicants with employment priorities such as promotional priority, veteran's preference, RIF priority
- Consult with department hiring managers on the development of recruitment strategies, to include targeted recruitment and special advertising
- Consult to establish a functional posting in PeopleAdmin that will assist with the recruitment and selection process and ensure compliance with all federal/state laws and regulations, including AA Plan compliance
- Screen and refer qualified applicants to hiring manager for interviewing
- Consults with business unit leaders to identify gaps in existing HR policies and programs
- Assists with data gathering and interpretation
- Assist managers in the recruitment, selection and on-boarding process within the region including reparation of all offer letters, pre-hire paperwork, orientation content

- Comfortably interface with external agencies (employment, governmental), internal and external counsel
- Must be extremely organized, self-motivated, and capable of working in a rapidly changing environment with the ability to effectively interact with all levels of management
- Must have a professional demeanor and the ability to maintain confidentiality at all times when dealing with personnel matters
- Knowledge of Equal Employment Opportunity regulations & guidelines
- Knowledge of state & federal regulations related to culturally & linguistically appropriate services
- Evidence of strong verbal & written communication skills