



# Example of Consultant, Human Resources Job Description

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

## Responsibilities for consultant, human resources

- Partner with senior functional leads and their direct reports to proactively identify opportunities to enhance organizational performance and functionality
- Partner with the Organizational Development Department on deployment of developmental needs assessments, including senior leadership coaching and collaboration, succession planning, and organization structure and processes
- Provides strategic HR guidance for assigned specific departments and is responsible for performing a wide variety of activities such as providing support in areas including talent acquisition and talent development
- Investigates any discrimination or other employee complaints within assigned departments
- Coordinates immigration, green card and passport processes for the company
- Interprets and applies human resources policies within the region
- Counsels management and employees on employment-related issues
- Stays informed of current, new and pending regulations, policies and practices that impact human resources and immigration and travel
- Acts a back-up for recruiters as needed
- Ensures compliance with contract provisions of staff unions, in consultation and collaboration with Labor Relations

## Qualifications for consultant, human resources

- Ability to empathize and handle end-to-end inquiries working to provide exceptional customer service
- Strong organizational skills including the ability to handle multiple projects, prioritize and organize effectively, in a time sensitive environment
- Must have strong communication and active listening skills that facilitates probing questions to aid in problem solving and issue escalation
- Ability to identify critical issues and escalate appropriately
- Ability to work with sensitive, often confidential information
- Good interpersonal skills with ability to collaborate, partner and build relationships