



# Example of Consultant Relations Job Description

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Our innovative and growing company is looking to fill the role of consultant relations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for consultant relations

- Providing the Consultant Relations team with research on existing and prospective investors
- Coordinating with global Consultant Relations team members
- Coordinating with client services, legal, compliance and other internal teams
- Working directly with consultants to schedule calls/appointments
- Acting as administrator for team meetings and other relevant forums
- Managing roadshows
- Have primary and secondary coverage of different GSAM product areas
- Provide advice on a range of complex Workplace Relations matters
- Conduct formal investigations in relation to workplace bullying, harassment and discrimination matters
- Lead and coach members within the team

## Qualifications for consultant relations

- 3-5 years experience with Consultant Relations and Institutional Sales
- Bachelor's degree in Human Resources or other business-related field
- JD or Master's degree in Employment Law is desirable
- Knowledge of Microsoft Access and Front Page is an asset
- Ability to synthesize complex information and display it in a short and clear presentation
- Post secondary education in Human Resources and/or Labour Relations, or

