



Example of Consultant Relations Job Description

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Our growing company is looking to fill the role of consultant relations. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for consultant relations

- Provide counsel on FMLA/ADA/Worker's Compensation cases and makes recommendation to ensure compliance
- There will be a secondary focus on working with consultant firms' client consultants to commercialise our 'buy' ratings through visits to regional offices, including running presentation roadshows, one on one meetings
- Effectively using trade associations, consultants and other groups to further business objectives
- The candidate will be tasked with representing the company before U.S. , state and local representatives, including members of Congress, governors and other high-level officials
- Build and develop strategic relationships with consultants by enhancing FT institutional market and product positioning within the investment consultants
- Work with the wider Consultant Relations and local distribution teams to develop and execute strategic business plans to identify asset growth opportunities
- Manage ongoing consultant information and servicing needs
- Act as a relationship manager for select consultant firms' discretionary/implemented personnel
- Provide support and oversight on behalf of or in conjunction with the local Sales/Client Service teams for consultant queries, monitoring planned actions with consultant including database & questionnaire responses

personnel worldwide

Qualifications for consultant relations

- Bilingual (French and English) both written and oral would be an asset
- Bachelor's Degree or equivalent work experience in human resources or related field required
- Prior experience leading the design and development of employee relations policies, practices and programs
- Knowledge of employment, labor, and other pertinent laws and Human Resources practices
- Group facilitation skills, analytic and problem solving skills, personal computer skills
- Experience must demonstrate a successful track record in increasingly responsible roles