



Example of Internal Client Services Job Description

Powered by www.VelvetJobs.com

Our company is looking for an internal client services. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for internal client services

- Coach other team members in HR skills and effective planning and project management
- Recognise and flag issues on project planning and implementation
- Support the Senior Manager in gaining stakeholder buy-in and implementing actions to execute against targets and plans
- Ensure project documentation is completed in a timely and accurate manner, involving relevant stakeholders
- Help ensure a consistent approach across service lines whilst understanding and recognising potential difference and commercial impact in business challenges and solutions
- Analyse and interpret data to create meaningful insights supporting project delivery
- Utilise metrics to add value to business decisions, understanding trends and making recommendations to the business
- Look for process improvements during and after the completion of the project
- Manage complex case escalations from the HR Advisory Services team which require a higher level of HR experience and/or business contact
- Potentially act as line/performance manager for PS Consultant

Qualifications for internal client services

- Development of functional and technical specification of SAP FI functions for other consultants and programmers

- Develop strong long-term relationships and become recognized as a trusted business advisor with the internal client
- Lead & supervise team of 9 people
- Manage delivery of major projects and programmes, including leading the design and development of a programme or project initiative such as HR strategy, HR operations, shared services, HR processes
- Interaction with a wide variety of colleagues (written, oral and using proprietary software)