

JD For HR Consultant

Job Title: Hr Consultant

Company: [Company Name]

Location: [City, State]

Job Description:

As an HR Executive, you will be responsible for supporting the HR department in various tasks related to recruitment, employee relations, and HR operations.

Key Responsibilities:

- Conduct recruitment activities including posting job ads, screening resumes, scheduling interviews, and conducting initial assessments
- Handle employee onboarding, orientation, and offboarding processes
- Manage employee records and HR databases accurately
- Assist in payroll and benefits administration
- Respond to employee queries regarding policies, benefits, and other HR-related matters
- Participate in employee engagement initiatives and assist in organizing employee events
- Assist in conducting performance evaluations and maintaining performance records
- Collaborate with other HR team members to ensure smooth HR operations and compliance with labor laws and regulations

Technical Competency Requirements:

- Demonstrates strong knowledge of HR laws, regulations and best practices by providing accurate and up-to-date advice to clients.
- Develops and implements effective HR policies, programs and strategies that meet business needs.
- Manages projects effectively by establishing clear timelines, milestones and deliverables.

- Communicates effectively with stakeholders to ensure timely delivery of HR services and solutions.

Behavioral Competency Requirements:

- Collaborates with clients and colleagues to build strong relationships that foster trust and respect.
- Applies problem-solving skills to analyze situations, identify options and recommend solutions that address client needs.
- Works well under pressure, prioritizes tasks and meets tight deadlines to deliver quality results.
- Demonstrates attention to detail and organizational skills to ensure accuracy and completeness of work.
- Strives for client satisfaction by delivering high-quality service that meets or exceeds expectations.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- At least 5 years of experience as an HR Consultant or similar role.
- SHRM certification (SHRM-SCP or SHRM-CP) preferred.
- Excellent verbal and written communication skills.
- Strong computer skills, including proficiency in Microsoft Office Suite.
- Willingness to travel to client sites as needed.