



Title: **HCM Consultant**
Location: Any Location/Hybrid/Remote

JOB SUMMARY

The Human Capital Management Consultant provides expertise on a broad range of human resource (HR) management inquiries. This role serves as the first point of contact for clients to help improve their overall HR efficiency and ensure they have a solid, consistent, and compliant, HR foundation that supports their business needs.

JOB DUTIES

- Provide support to clients in HR Planning, Policies and Procedures, Learning and Development, Recruitment, Job Analysis, Performance Management, compensation reviews, and compliance
- Provide solutions and recommendations to clients on employee relations, State and Federal regulations, FLSA guidelines, Leave of Absence, Performance management, OSHA regulations, and compensation practices
- Perform audits on the client's current processes, policies, procedures, employee files, and hiring practices, to develop reports that identify areas for improvement
- Develop and or revise current HR policies, procedures, and handbooks, to ensure compliance
- Provide recommendations that are flexible and can adjust to skills related to their organization's niche
- Develop short-term and long-term action plans to meet the company's HR needs
- Advise clients on the formulation and administration of plans and policies for human resource activities
- Act as an internal consultant by analyzing and recommending solutions to human resource inquiries relating to the assigned program or section area
- Develop, revise, and implements HR policies and procedures
- Ensure the program or section area follows established policies and procedures and with any relevant federal, state or, local legislation
- Prepare and maintain special internal and external reports as requested by the immediate supervisor
- Answer non-routine requests for information on policy interpretation
- Assist with developing, coordinating, and recommending changes for the improvement of workflow in the program or section area
- Conducts periodic audits of human resource activities to ensure compliance with laws, policies, and procedures
- Presents training sessions related to the assigned program or section area

REQUIRED EXPERIENCE / QUALIFICATIONS

- Bachelor's degree in HR or related field preferred, a combination of an associate degree and 2years of related experience may substitute
- Three years of professional-level experience in human resources.
- Consulting experience in professional services preferred
- Exceptional customer service and problem-solving skills required
- Must maintain a current SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential or be able to obtain one within 12 months of hire
- Excellent verbal and written communication skills

- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Strong project management skills in a fast-paced environment
- Ability to prioritize tasks and delegate them when appropriate
- Adept with a variety of multimedia training platforms and methods
- Ability to design and implement effective training and development
- Proficient with Microsoft Office Suite or related software