



Hr Consultant 1

Job summary

The Office of Human Resources seeks an experienced [HR Consultant](https://100hires.com/hr-consultant-job-description.html) to partner with leaders across the Office of International Affairs, Office of Diversity and Inclusion, and Company to support strategic initiatives and to ensure the delivery of excellent HR services. The [HR Consultant](https://100hires.com/hr-consultant-job-description.html) will serve in a generalist capacity, interpreting HR-related policies and offering solutions across a wide variety of HR functions. Through ongoing and regular collaboration with HR Connection (Ohio State's HR service delivery center, HR Centers of Excellence, and Human Resources Business Partners, the [HR Consultant](https://100hires.com/hr-consultant-job-description.html) will help ensure the delivery of distinguished customer service for HR inquiries and transactions.

This individual will be responsible for providing strategic consultation to tie business objectives to employee and manager needs on matters including talent and workforce planning, onboarding, performance management, succession planning, learning and professional development, compensation, employee relations, and related areas of human resources. The [HR Consultant](https://100hires.com/hr-consultant-job-description.html) collaborates with leaders to effectively utilize core HR centers of excellence such as total rewards and talent management. This role will also support leaders, managers, and supervisors with HR-related activities throughout the employee lifecycle such as recruiting, pay and job changes, life events, and terminations.

Responsibilities

Partners with HR Business Partners to help communication, change management, and implementation of key HR initiatives and changes impacting employees and managers.

Provides input to the HR planning process to align with the unit strategic plan.

Acts as a resource to managers and employees on a wide variety of human resources topics, guides individuals to tools and resources, facilitates communication, and helps resolve conflicts that impact engagement.

Identifies training and learning needs and works with Talent Management to deliver training curriculum and provide management coaching opportunities.

Responds to general questions and provides connectivity to the appropriate resource for resolution. Partners with the ELR CoE to develop plans to address performance issues and investigate employee complaints.

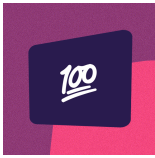
Partners with recruiting to ensure that recruiting strategies and processes are well understood and used effectively by hiring managers.

Interprets HR policies and approves exceptions to policy within delegated authority.

Responsible for transactions in Workday such as approving and initiating tasks.

May serve as an advisor for Diversity & Inclusion council and other internal councils/groups.

Provides support and research on Workday transactions including job requisitions, edit position restrictions, job offers, onboarding setup for new hires, and timekeeping/pay issues.



Requirements

Bachelor's degree or equivalent experience required

4 years of relevant experience required

Advanced degree in relevant field

4-8 years of relevant experience preferred

Hr Consultant 2

Job summary

Are you a strategic [HR Manager](https://100hires.com/hr-manager-job-description.html) or Generalist who would enjoy bringing your expertise to a variety of organizations? Do you thrive on building relationships and providing hands-on support to solve problems and meet the needs of clients? Do you have experience with a variety of industries and organization sizes, including non-profit, working with unions, and more?

As a full-time HR Consultant, your assignments may consist of either short-term projects or longer engagements providing ongoing HR support, with the full Company HR and Legal team as a resource to you. Ideal candidates will have a minimum of 10 years of [HR Generalist](https://100hires.com/hr-generalist-job-description.html) experience and be knowledgeable in all aspects of federal and Washington state employment law.

Responsibilities

Update, maintain and track employee data using a Human Resource Management System

Act as a member's HR leader or department

Develop, write, review, and revise member policies and procedures

Provide professional HR advice and consultation to management and employees on HR compliance and best business practices

Complete full scale compensation projects as needed

Requirements

At least 10 years of progressive [HR Generalist](https://100hires.com/hr-generalist-job-description.html) experience

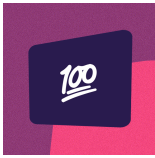
Bachelor's degree or equivalent combination of education & experience

Experience managing people, in an HR position or other

Knowledge of all aspects of federal and state employment laws

Dedication to delivering quality services to our members

Experience working with all levels of employees, including advising managers and executive teams



Experience with a variety of industries and organization sizes, including non-profit & unions

Superior customer service, relationship building, attention to detail, and organizational skills

Experience with HRIS/HCMS systems

Valid State Driver's license

PHR /SPHR or SHRM-CP/ SHRM-SCP certification is a plus

Hr Consultant 3

Job summary

The [HR Consultant](https://100hires.com/hr-consultant-job-description.html) is responsible for various HR functions related to everyday business operations for our client base. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action, and employment law compliance.

Responsibilities

Advise management on the administration of human resources policies and procedures

Confer with management to develop or implement personnel policies or procedures; Educate and communicate policies and procedures to new and current employees/employers

Oversee onboarding of newly hired employees to include: employee handbook overview, and employment documents, write job descriptions, and benefit enrollment

Create and maintain complete and confidential files for each assigned client. Process, verify, and assist in maintaining documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications via HUB or HR portals.

Oversee company benefit administration to include enrollment forms, plan questions, claims resolution, and open enrollment

Establish and maintain department records and reports; recommend new approaches, policies, and procedures to effect continual improvements in efficiency and services performed

Provide management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues

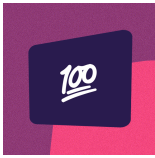
Assist Employers in managing workers' compensation injury claims

Presenting training sessions related to specific HR programs

Provide onsite assistance to our HR clients as needed

Respond to various information requests from governmental agencies promptly

Requirements



A Bachelor's degree in Human Resource Management or four years of related experience and/or training or equivalent combination of education and experience

Knowledge of Cannabis employment regulations

Ability to work independently with little supervision required.

Ability to work within the timeframe of standard policies and procedures.

Ability to maintain confidentiality related to sensitive company and employee information.

Thorough knowledge of HR principles and federal/local regulations

Excellent ability to multi-task and prioritize in a busy, fast-growth environment

Proficiency in MS Word, Excel and PowerPoint is essential

Exhibit extraordinary discretion, confidentiality, flexibility, and willingness to work closely with our team

Hr Consultant 4

Job summary

We are looking for a highly motivated [HR Consultant](https://100hires.com/hr-consultant-job-description.html) to work on-site at the facility contributing to the company's performance by providing tactical and strategic consulting on people and organization development strategies in support of the business objectives. The [HR Consultant](https://100hires.com/hr-consultant-job-description.html) performs HR-related duties at the professional level while supporting one or more functional groups and carries out responsibilities in the following functional areas: talent acquisition, employee relations consultation, policy interpretation and application, performance and compensation management consultation, and talent management consultation.

The [HR Consultant](https://100hires.com/hr-consultant-job-description.html) may carry out additional responsibilities including organizational design, employee development initiatives, and training.

Responsibilities

Supporting and executing HR strategies to enable the accomplishment of the business objectives

Working closely with managers and teams within areas of assigned responsibility, providing proactive consultation and critical evaluation and support to leaders and employees on issues where HR expertise can influence business results

Devising plans and techniques to drive change and culture management

Assisting in the coaching and counseling of employees within assigned areas of responsibility to help create and promote employee engagement within the organization

Evaluating issues, patterns, and trends to provide proactive insights for HR solutions and program design

Participating in HR projects as a functional contributing thought partner, through collaboration with our local and global HR team to ensure consistency and create efficiencies

Assessing HR processes, identifying and implementing changes to ensure both continuous improvement and a progressive HR mindset



Collecting, analyzing, and summarizing data and trends; understanding the importance of Data Integrity and HR Analytics and proposing and driving solutions in response to trends

Partnering with HR Operations, Talent Acquisition, and Learning & Organizational Development on key initiatives

Supporting ClearCorrect Human Resources' mission to shape ClearCorrect and Straumann Group for the future through building a high-performance culture, linking the “why” and the “how” for our employees, building strength in our community through genuine experiences, hiring, empowering, developing, and recognizing exceptional talent, and delivering critical messages with facts and data

Actively participating in the annual budget process

Keeping the team informed of all federal, state, and local laws and regulations, and best practices

Other duties as assigned

Requirements

BA/BS degree and at least 5 years of progressive experience in HR roles

PHR or SHRM-CP certification highly preferred

Must be proficient in Microsoft programs; Word, PowerPoint, Excel

Bilingual English/Spanish preferred, but not required

Broad experience and specific knowledge of human resource theory, including employee relations, development, and performance appraisal systems

Ability to develop positive working relationships across all levels and functions

Excellent communication skills, both written and spoken

Proven track record of positively influencing teams and their leaders

Comfortable working in a dynamic, and constantly changing environment

Experience with reasonable accommodations and the interactive process under the ADA

Effectively handle multiple priorities, organize workload, and meet deadlines

Exceptional collaborative skills, including the ability to work cross-functionally

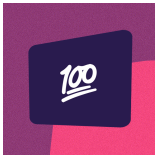
Proven project management, time management, and organizational skills

Experience supporting lean manufacturing organization is a plus

Hr Consultant 5

Job summary

The ideal [HR Consultant](https://100hires.com/hr-consultant-job-description.html) will possess in-depth knowledge of HR disciplines such as Policy Development, HR Operations, Organizational Development, HR Compliance, Talent Acquisition, HRIS, Benefits, Payroll, HRIS Implementations, Project Management, and Employee Relations. They will have broad hands-on experience in dealing with actual HR issues.



Responsibilities

Advise companies on best human capital management practices.

Analyze a company's current HR programs and recommend solutions.

Develop, revise, and implement HR policies, procedures, and handbooks.

Formulate communication plans around policy changes.

Ensure HR/benefit programs, policies, and offerings are aligned to create efficiency and compliance.

Prepare and maintain reports related to specific HR projects, using PowerPoint, Word, and Excel.

Create and present training workshops related to specific HR programs in PowerPoint.

Conduct research through various methods and present findings and best practice recommendations.

Audit HR systems and processes and make recommendations to address gaps/issues.

Project Manage PEO extraction; manage teams for all facets of extraction - payroll vendor, benefits brokers, client, and HR. Create effective stand-alone HR processes, policies, and practices in their daily operations.

Source for client's leading HR and Benefit roles and temporarily act as on-site (or remote) HR Leader for clients in transition.

Provide consultation and guidance to clients and organizational partners in the interpretation of human resource management policies, procedures, programs, and application of related government laws and regulations.

Provide expert guidance for formulating leave policies/strategies by understanding the interaction between employee benefit plans, federal and state leave laws, and a client's leave program.

Requirements

Proven experience as an [HR consultant](https://100hires.com/hr-consultant-job-description.html) (1099).

The ability to work under pressure, meet deadlines and see all projects through to fruition.

Possesses the ability to collaborate on projects with multiple stakeholders while spearheading the project.

In-depth knowledge of HR principles, functions, methods, trends, and best practices.

Superior attention to detail and formatting skills required for client reports and overall work product.

Hands-on ability to create "client-ready" reports, presentations, and other HR documents in PowerPoint, Word, and Excel.

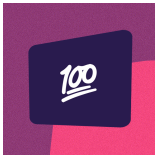
Up to date on current employment laws and state regulations.

Experience in project management a plus with a solid understanding of research methods and analysis.

Excellent communication and professional consulting skills.

BS/BA in human resources, business administration, or relevant field; SHRM certification a plus.

Hr Consultant 6



Job summary

The [HR Consultant](https://100hires.com/hr-consultant-job-description.html) will support both virtual and in-person classes facilitated across the enterprise. The [HR Consultant](https://100hires.com/hr-consultant-job-description.html) will ensure blended learning curricula are created successfully and are easy to access for employees while also making sure completions are accurately tracked to drive successful learning experiences. This role will also be responsible for ongoing program coordination to support reskilling efforts. They will also serve as a producer for facilitators, as needed (for virtual instructor-led training).

Responsibilities

Provide program-related Learning Management System (LMS) support needs for Enterprise Learning & Development (L&D)

Set up sessions, load pre-work, upload/submit a roster, enroll participants, run reports, and certificates, and manage badges within the LMS

Consult with L&D project teams to identify opportunities for LMS system optimization

Confirm that notifications are communicated properly for learning programs via email or MyLearning (automated)

Upload content to learning and development servers, validate and test content, and assign learning

Work closely with L&D team members to understand current and future needs (provides recommended solutions)

Partners closely with HR Operations and IT to understand the roadmap and LMS releases, etc.

Work closely with HR Operations to provide recommendations

Manage license consumption for learning content and learning applications

Administer learning engagement applications to include application training and license provisioning

Requirements

Bachelor's Degree in Human Resources or related field of study

In addition to the required degree, three (3) years minimum of related work experience

instead of a Bachelor's degree AND three (3) years minimum of the related work experience listed above, High School/GED AND seven (7) years minimum related work experience

Bachelor's degree

Three (3) years or more of work-related experience

Working knowledge of Learning and Development programs

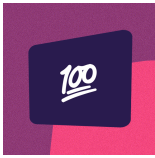
Experience providing LMS support for Learning & Development offerings

Experience working with L&D teams to identify opportunities for LMS system optimization

Broad understanding of learning solutions and technology

Prior experience with Learning Management Systems (ex. Cornerstone)

Strong SharePoint and Microsoft Teams experience (ability to develop, edit, and manage sites)



Experience managing relationships and partnering with external vendors

Ability to build blended learning curricula in a learning management system

Ability to run reports from LMS and aggregate data into usable and applicable information. Partner with HR Ops on PowerBI reports.

Knowledge of learning theories

Hr Consultant 7

Job summary

The HR Consultant, in conjunction with the University HR team and HRBP resources, leads HR activities and plans, develops, implements, and administers HR programs for employees. This position is responsible for the development and integration of human resource programs and associated projects to achieve strategic goals and operational objectives.

Responsibilities

Leading needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the university and division

Facilitating communication among employees and management. May guide managers and employees on problem-solving, dispute resolution, regulatory compliance, and litigation avoidance.

Providing expertise in strategy development and execution, planning, and facilitation of employee relations efforts.

Leading the planning, implementation, and ongoing maintenance of labor relations, employee relations, equal employment opportunity, diversity, and compensation programs.

Designing and developing HR training programs for management and employees; including, but not limited to learning activities, audio-visual materials, instructor guides, and lesson plans.

Assessing effectiveness of training in terms of employee accomplishments and performance.

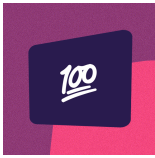
Training employees on HR issues and practices. Presenting course materials.

Consulting with management on performance, organizational, and leadership matters. Conducting needs assessments to determine measures required to enhance employee job performance and overall company performance.

Leading OD projects, programs, initiatives, and interventions by gathering/summarizing data, preparing for meetings and workshops, developing tools and resources, creating project plans, conducting best practices research, developing committees for projects and initiatives as needed and appropriate

Requirements

At least 4 years of progressively responsible work experience in Human resources with a minimum of bachelor's degree (master's preferred in a related discipline).



Experience in project management

Documented HR experience and expertise

Well-organized with strong attention to detail and follow-through, with the ability to prioritize tasks to meet deadlines

Ability to work on multiple projects simultaneously.

Ability to solve problems quickly and creatively.

High level of proficiency with Windows, Microsoft Word, Outlook, PowerPoint, and Excel

Excellent oral, written, interpersonal communication, public speaking, and presentation skills

Exemplary ability to manage multiple tasks using independent judgment and discretion

Ability to work independently and accurately in a high-paced, deadline-oriented environment

Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision; work remotely without supervisory accompaniment

Hr Consultant 8

Job summary

The [HR Consultant](https://100hires.com/hr-consultant-job-description.html) provides strategic human resources through partnership and operational support as the primary point of contact or member of a larger team to the firm's retained and project-based HR consulting clients both onsite and in a remote environment. Working closely with the [Team Leader](https://100hires.com/team-leader-job-description.html) and colleagues, the Consultant provides proactive and high-quality human resources support in a client service environment leveraging proven best practices to organizations seeking relevant, strategic, creative, and innovative HR solutions that align with their organization and business needs. The consultant leads in the development, execution, and monitoring of human resources goals, objectives, and systems on behalf of clients. Successful consultants can operate strategically, operationally, and at times administratively. This role will provide guidance and mentorship to HR Associates/Assistants and may oversee support staff on client engagement.

Responsibilities

Manage all aspects of the HR consulting relationship with multiple ongoing retainers and short-term project clients.

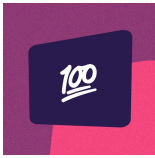
Develop and implement comprehensive and impactful HR priority plans to ensure client HR needs are met in a proactive, deadline-driven, and professional manner.

Serve as the trusted thought partner and the main point of contact for portfolio client engagements to ensure delivery of compliant and best practice human capital programs, initiatives, and operations.

Provide expertise and guidance across the HR lifecycle including but not limited to; talent acquisition, onboarding, benefits programs and administration, HR policy and procedure, HR technology, systems and processes, employee relations, culture and engagement, talent management, training and development, and offboarding.

Prepare and deliver succinct, clear, insightful, and influential client presentations and communications.

Conduct periodic audits to ensure client compliance with federal, state, and local law as well as adherence to best



practices; maintain records and reports by applicable laws.

Participate in client HR and leadership meetings to ensure integrated HR best practices with organizational goals and culture.

Requirements

HR certification preferred or achieved within the first year of employment

Demonstrated expertise in principles and practices of human resources management

Self-starter with the proven ability to make decisions with limited information in a fast-paced, ever-changing environment

Exceptional organizational skills and acute attention to detail

Experience developing relationships, influencing, and collaborating with leaders and employees

Effective project management skills with the ability to deftly manage multiple assignments and priorities

Entrepreneurial and results-driven achiever with the ability to build trusting client relationships

Demonstrated technical acumen and understanding of HCMS

Ability to create impactful client-facing communications and presentations

Excellent written and oral communication skills with demonstrated experience speaking and writing clearly and convincingly

Ability to adapt best-class human capital recommendations to be persuasive to different audiences in a professional and unbiased manner

Flexibility to adjust work and communication style based on situational need

Aptitude for critical thinking evaluating ideas and synthesizing information into insights

Ability to travel occasionally

Hr Consultant 9

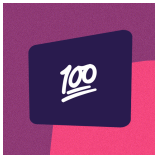
Job summary

Under general guidance, the [HR Consultant](https://100hires.com/hr-consultant-job-description.html) is responsible for the day-to-day administration of compensation policies, programs, communications, and specified project deliverables. Ensures equity in recommending salaries, jobs, salary grades, and special payments through a comprehensive analysis of market indicators and business needs by Company compensation philosophy and established policies. Develops and maintains collaborative team and HR client relationships to ensure effective and efficient delivery of compensation support to the business.

Responsibilities

Ensures internal equity and external competitiveness by proactively monitoring business practices, legal requirements, economic indicators, and industry practices.

Makes salary recommendations for new hires, promotions, and other adjustments. Focuses on service delivery by



providing timely and accurate outcomes, minimizing the need for retroactive pay.

Participates in compensation surveys, analyzes results, and makes recommendations for changes to salary grades, structures, or pay practices based on market indicators. Calculates the cost of required adjustments, presents results to Senior Analyst and/or Manager, Director, and AVP, and facilitates implementation of approved changes. Prepares contingency requests for unanticipated needs.

Champions compensation initiatives and supports HR and external partners by effectively communicating information regarding processes, policies, and procedures.

Reviews special pay practice requests, evaluates alternatives, and recommends an equitable and effective course of action.

Creates and manages job descriptions for assigned areas.

Supports the administration of annual merit for staff and/or annual faculty compensation processes according to program guidelines. Ensures quality outcomes through timely reporting and follow-up with leadership.

Provides analytic and modeling support for the design and implementation of compensation programs.

Administers and ensures adherence to approved bonus programs and incentive plans. Complies with internal and external audit requirements of compensation programs, ensuring accurate and timely internal and external reporting of compensation programs and practices.

Maintains knowledge of applicable federal and state regulations related to compensation.

Requirements

Bachelor's degree in Business, Economics, Finance or Human Resources or related field with three years experience in compensation administration of base pay required. Bonus and incentive program administration preferred.

Certified Compensation Professional (CCP) preferred.

Analytical, process and results-oriented, with strong attention to detail and problem-solving

Advanced skills in Excel

Effective communication skills and adept at tailoring both oral and written communication based on the audience

High energy

Strong interpersonal skills, credibility, discretion, ethics, and integrity required

Hr Consultant 10

Job summary

The [HR Consultant](https://100hires.com/hr-consultant-job-description.html) will support all levels of leadership focusing on various Human Resources areas such as employee retention, talent acquisition, performance management, succession planning, onboarding programs, and general HR policies and procedures, etc.



Responsibilities

Provides one point of contact for HR support to assist in the achievement of client's business goals and objectives providing strategic partnership/ advisement with internal client leadership at all levels.

Develops employee retention initiatives in partnership with client groups; evaluates retention drivers and turnover statistics; works with the management team to develop retention plans and oversees the execution of those plans.

Acts as a trusted advisor to management ensuring the establishment of sound management practices, aligned with HR policy procedures and practices, and consistent decision-making processes across the lines of business.

Proactively identify business and HR objectives/expectations that will benefit client leaders - manage to completion.

Leads the improvement of quality and delivery of HR processes and data requests with zero defects.

Partners with leaders in the development and implementation of organizational structure changes including identifying impact and assisting in communication as needed.

Provides counsel to client leaders to proactively anticipate and address complex HR issues impacting the business.

Coordinates and leads talent management discussions with assigned business leaders.

Partners with the business unit to identify opportunities for staff development and assist managers in creating development plans.

Partners with the business unit and Talent Acquisition to obtain skilled talent.

Participates in project teams in client organizations, providing guidance and support as appropriate.

Requirements

Bachelor's degree with a preference in Business Administration or Human Resources Management and /or a minimum of 4 years experience as a Human Resources Generalist.

Must have solid HR fundamentals and broad-based experience in HR, including employee relations and knowledge and understanding of EEO laws, Affirmative Action, and conflict resolution.

Proficiency in working independently in Word, Excel, PowerPoint, and Outlook

The ability to work with all levels of employees from front-line employees to senior management.

Ability to drive change; challenge the status quo; and take specific actions to facilitate change.

Excellent team building skills, self-motivated with the ability to multi-task in a fast-paced environment.

Creative problem solver with strong attention to detail, organization, and follow-up skills.

Strong communication skills including verbal, written, and interpersonal.