

HR Senior Consultant - Process and Operations

Job Description:

The HR Senior Consultant - Process and Operations is responsible for consulting with our clients to increase the effectiveness and reduce the costs of HR activities through improved processes and technologies. The HR Senior Consultant - Process and Operations contribute on teams as part of large, complex engagements that drive strategic HR organizational change for our clients. He/she perform accurate analysis and effective diagnosis of client issues and manage day-to-day client relationships at peer client levels.

The ideal candidate will be able to demonstrate a high level of experience and understanding in the following specific areas:

- Serve as HR interface to the business client according the HR process model,
- Execute on the comprehensive and integrated HR Plan to enable business strategy and objectives, in alignment with the enterprise HR objectives and processes,
- Support the client's top management with talent management and organization design/development initiatives, in partnership with Talent Management and Organization Effectiveness consultants,
- In partnership with top management, coordinate various HR Resources such as Learning, Talent Management, Sourcing, Organization Effectiveness, and Compensation to diagnose, develop, and deliver timely and relevant solutions to the client,
- Work closely with the Expert Exegens Consultant, provide strategically relevant metrics, HR budgeting by processes and analysis to client's top management in order to drive solutions,
- Assist in enabling client management in leadership competencies, handle enterprise change events and lead the evolution of the organizational culture,
- Assist in ensuring delivery of timely, relevant, and efficient HR operational services,
- Ensure compliance with all pertinent HR-related laws and regulations,
- Contribute to enterprise-scale initiatives and projects.

Education & Professional Experience:

- 3-5 years HR Field experience (experience as a Business Consultant would be a plus); Industry, enterprise, and client business acumen,
- Project management consulting skills,
- Relationship building and collaboration,
- Strong understanding of business process models,
- Quantitative abilities in defining and managing HR business metrics and KPIs (LEAN metrics would be a plus),
- Strong process orientation,
- Cross functional collaboration skills,
- Ability to lead through influence without authority,
- Goal focused individual,
- Advanced MS Office skills including: Word, Excel, PowerPoint and Access. Experience with Visio or other flowchart software is a plus,
- Good command of English both writing and speaking.

Personality:

- Professional look, smartly presented, polite, good interpersonal skill, leadership presented,
- Confident, dynamic, persistent, assertive, proactive, ambitious, organized,
- Strong analytical, logic thinking, and evaluation skills and quick learner,
- Good communication skills, good report writing and presentation skills,
- Integrity, client focused, result-oriented, good team player, and flexible,
- Able to demonstrate accuracy and attention to detail,
- Able to work independently with less supervision and under high pressure environment and high commitment,
- Able to apply different styles when working with clients of diverse nationalities, culture and organization,
- Able to travel occasionally.