



JOB DESCRIPTION

JOB TITLE: Consultant, Human Resources
STATUS: Independent Consultant
COMPENSATION: Commensurate w/experience; bonus eligible; profit-sharing included; non-benefits eligible; flexible schedule

JOB SUMMARY:

To professionally represent WesMar HR Consulting, LLC in order to promote and retain clientele. To encourage and maintain an environment that reinforces the value that each individual client sets forth in their environment.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's degree in Human Resources or a related field plus 1 or more years of direct HR experience OR
- 5+ years of direct Human Resources experience
- Thorough understanding of all Federal & State Employment regulations
- Demonstrated experience with drafting Employee Handbooks as well as Policies & Procedures
- Ability to manage multiple projects for multiple clients, each with preciseness
- Ability to support clients on-site in and around North Central WV

ADDITIONAL DESIRED QUALIFICATIONS:

- Federal Contracting experience (Affirmative Action Plans and EEO reporting)
- Proficiency with writing and delivering training programs of varying topics
- PHR or SPHR

PRINCIPAL DUTIES & RESPONSIBILITIES (Essential Functions):

1. Under the direction of the President, support a clientele of very diverse backgrounds
2. Provide expert level Human Resources functions to a variety of clients
3. Recruiting – from requisition to new employee start date
4. Policy and procedure development
5. Writing and delivering training
6. Oversight of performance management programs
7. Applicant tracking per all AAP & EEO guidelines
8. Benefits resolution and low-level administration
9. Compensation analysis
10. Business Development (w/profit sharing)
11. Performing HR audits
12. Administering pre-employment and random drug and alcohol programs
13. Additional duties as assigned by President

NON-PRINCIPAL DUTIES & RESPONSIBILITIES (Non-Essential Functions):

1. HIPAA compliance
2. Strategic planning
3. Succession planning
4. Process mapping

KNOWLEDGE, SKILLS & ABILITIES:

1. Customer Service
2. Process Improvement
3. Human Resources best practices
4. Employment Law
5. Recruiting & retention strategies
6. Compliance
7. Time Management

ADDITIONAL INFORMATION:

1. WesMar HR Consulting, LLC is a full-service provider of all HR-related services, offering services to companies of all sizes and with a diverse set of needs
2. Based in Harrison County, WV servicing clients in North Central WV, Greater Pittsburgh, Southern VA and the D.C. Metro area
3. The position requires the Consultant working from their home the majority of the time, with some client visits required (mostly in Bridgeport, Fairmont and Morgantown)
4. This position offers a competitive wage PLUS profit sharing in new business growth
5. WesMar HR is a very fast-paced company with clients of every kind; our Consultants MUST be able to multi-task, stay focused, be self-disciplined when working at home, AND be willing to help the business continue to grow
6. May work with a team of other consultants
7. After an initial training period, the opportunity to become an employee of WesMar and/or to support and manage your own clientele base may exist
8. Please visit www.wesmarconsulting.com for additional information on the company

JOB POSTING INSTRUCTIONS:

1. Submit resume and salary requirements to Sharon@wesmarconsulting.com OR
2. Apply via the website www.wesmarconsulting.com
3. In the subject line, please identify HR Consultant
4. Job posting closes on January 30, 2012

We are an Equal Opportunity Employer