

Title	Specialist - HR
Department Name	Human Resource

**Overview:**

The **Consilio's Specialist HR** will be providing proactive and comprehensive administrative support to Consilio's HR teams and employees globally.

**Essential Responsibilities:**

- Working closely on onboarding/ offboarding and lending support to HRSS team - coordination between departments, data collection and communication, scheduling meetings with stakeholders as needed.
- Creating and managing new hire profiles on HRIS/various other HR systems.
- Preparing employee letters.
- Maintaining employee data and sharing with internal teams/ external vendors as needed.
- Ability to manage the queue of employee requests and liaising with stakeholders for effective solutions.
- Ensure data quality while maintaining and protecting confidential data with utmost scrutiny, judgment, and care Interface between the HR team.

**Minimum Requirements:**

- MBA in HR

**Other Requirements:**

- Excellent interpersonal skills, with high degree of integrity and trust, and an ability to influence and achieve results through others.
- Excellent verbal and written English language skills.
- Excellent Microsoft Office skills.
- Trustworthy, discreet and credible.
- Effective time management with challenging workload.
- Superior attention to detail with the ability to learn very quickly.
- A pragmatic team player, collaborative and prepared to "roll their sleeves up" where necessary.

**About the Company:**

Consilio's consulting and services teams assist legal departments of multinational corporations and their outside counsel to respond to legal matters, reduce legal spend, minimize risks and operate more efficiently. Whether we are supporting clients with our eDiscovery, document review or legal consulting services, we pride ourselves in delivering service excellence around the globe, wherever it matters to our clients.

We are problem solvers. Our knowledge and best practices have been forged from engagements on thousands of matters with hundreds of clients, all around the world. That knowledge also fuels our own technology innovation to provide clients with greater leverage to solve challenges at lower cost, with lower risk and in less time.



**Consilio's True North Values**

- **Excellence**  
We strive to make every client our advocate
- **Passion**  
We DO because we CARE
- **Collaboration**  
We win together through teamwork and communication
- **Agility**  
We flex, adapt and embrace change
- **People**  
We value, respect and invest in our teammates
- **Vision**  
We create clarity of purpose and a clear path forward

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