

## HCM Implementation Consultant

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Company: PayTech

Location: United States

Category: other-general

Note: Dayforce HCM implementation experience required. SUMMARY: The Human Capital Management (HCM) Implementation Consultant position involves a full range of duties relative to the implementation of project work elements and management of project deliverables. This position is responsible for the efficient and effective implementation and configuration of HCM systems and applicable processes, with a focus on Ultimate Kronos Group (UKG) and/or Ceridian solutions. The HCM Implementation Consultant progresses through a specified training program to include learning specialized HCM software systems and associated roles, expanded consulting and project management skills, and protocols to effectively support our partners and clients. This position requires a strong learning aptitude and will be responsible for assigned projects and related tasks. ESSENTIAL DUTIES AND RESPONSIBILITIES: Active and engaged participation in the defined training plan specific to designated HCM system(s), system consultant roles, and identified industry and business-related trainings Exhibit demonstrated learning of key knowledge areas identified during the training process including attainment of required partner certifications and ongoing continuing education to maintain certifications. Knowledge and competency will be evaluated through assessments and shadowing opportunities Collaborate and effectively communicate with management and project team members during the training process and while assigned to projects Engage and shadow with partners and internal PayTech consultants to support clients and/or increase job knowledge Manage and perform assigned projects and associated tasks, as an individual or as part of a team, ranging in complexity to include: Consultations with clients to understand their business and related

needsPreparation of quality deliverables and associated project documentation (i.e., weekly deliverables, project plans, process improvements, etc.)All stages of project development from requirements definition to project planning and execution, ensuring adherence to deadlinesResponsible for full lifecycle implementation and technical support. Includes administration of reports, creating and preparation of test scripts, and managing all applicable system testingIdentification and notification to management, leads, and applicable team members related to project risks, issues, and dependenciesEstablish and maintain successful partner and client relationships, providing system, HR and payroll guidance on projects by utilizing available PayTech and industry resources· Work with Management and Sales Manager(s), as applicable, on advising clients and partners per partner strategy, communicating any client concerns or partner/client wins, identification and advisement to Management of client-side service opportunities· Solicit client feedback throughout engagement via client check in's, relating accolades to Manager, communicating the value of PayTech's internal survey as well as external survey tools such as Raven IntelligenceFlexibility to adjust work schedule in alignment with client and partner needs and time zones. Travel as needed to meet client and partner project requirementsAdhere to PayTech policies including accurate and timely submission of timecards, expense reports, weekly deliverables, etc.Perform other duties and responsibilities as assignedMINIMUM

QUALIFICATIONS:Minimum of 5+ years' experience working with HCM related systems or ERPs is required for this positionFunctional knowledge of HCM systems (Ceridian, UKG, Kronos preferred) and understanding of variously solution modulesDemonstrated aptitude to learn new HCM systems and processes, acquiring subject matter expertise and best practices in HR/Payroll, including implementation methodologies, system configuration, and testingExposure to best practices within Human Resources or Payroll is desiredDemonstrated understanding of key components of project management tools and methodologiesStrong time management skills with the ability to manage multiple projects, meet client deadlines and achieve successful outcomesMust possess excellent interpersonal skills and superior oral and written communication skillsStrong analytical, problem-solving, and documentation skills requiredDetail oriented, organized and disciplined to meet deadlinesMust be client and partner focused, organized, and able to manage multiple projects simultaneouslyStrong computer skills including knowledge of Microsoft Office products (Word, Excel and PowerPoint)Demonstrated ability to be productive in a virtual work environmentVaried travel may be required based on client requests. When traveling, this position frequently

moves/ lifts luggage weighing up to 50 pounds. When not traveling, this position must be able to remain in a stationary position at least 50% of the time Consultants work remotely from their home offices when not traveling. When not traveling, this position must be able to remain in a stationary position at least 50% of the time This job description is subject to change at any time.

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