



## Job Posting

Fallon Benefits Group (FBG) is looking for a full-time HR Consultant to join our team. We are seeking someone who is service-orientated, builds strong long-term relationships with clients, and enjoys working independently while handling multiple tasks and demands effectively. FBG offers an employee-centered work culture. We empower our team members to focus on clients and enjoy a balance between work and personal lives. The following short summary of the position will provide additional insight as to what is required to be considered.

The HR Consulting team's purpose is to support clients. In short, we act as a consultative extension of our clients' HR teams. Consistently, the HR Consultant is expected to proactively partner with assigned clients to determine the Human Resources strategic plan and execute client objectives. Frequent client deliverables include but are not limited to: HR strategic evaluation, handbook review, leadership development/training, policy development, job description creation, compliance audits, FMLA consulting, performance review development, employee surveys, and focus groups.

Our ideal candidate will have at least a Bachelor's degree from an accredited college or university with a focus in Human Resources or related field. He or she will have three to five years' experience in HR. Basic knowledge on federal employment laws is a must as is strong attention to detail. Previous experience as an HR Consultant strongly preferred. SHRM or HRCI certification is required.

To be considered, please send your resume to Katie Stone at [kstone@fallonbenefits.com](mailto:kstone@fallonbenefits.com).