



## Senior HR/OD/Training Consultant Job Opening with Hicks-Carter-Hicks, LLC

Hicks-Carter-Hicks is an award-winning, full-service performance improvement company that is in the suburbs of St. Louis, Missouri, with a branch office in Cincinnati, Ohio. Our company was established in 1999.

We are growing and seeking to hire a Senior HR/OD/Training Consultant for our St. Louis location. This position will report to the president and CEO. Responsibilities include, but are not limited to:

- Partnering with clients to plan, assess, manage and execute change initiatives
- Designing, developing and delivering training programs (facilitator-led, online and blended)
- Providing consulting solutions and services in the following areas:
  - Continuous Quality Improvement
  - Diversity & Inclusion
  - Human Resources
  - Organizational Development (Change Management)
  - Strategic Planning
- Designing, developing and administering surveys and assessments, and analyzing survey data
- Coaching workgroups, teams and individuals
- Planning, leading and facilitating meetings and managing group dynamics
- Planning, preparing for and conducting focus groups
- Managing relationships with clients
- Managing multiple client and projects
- Writing comprehensive reports and responding to Request for Proposals
- Delivering presentations to various audiences—including sales presentations to potential and existing clients
- Assisting owner with business development initiatives

### Basic Qualifications:

- Master degree in HR, Organization Development, Industrial Psychology or Business - preferred
- Seven to ten years of professional experience in a consulting and training role (internal and/or external)
- HR certification, e.g., SPHR, PHR, SHRM-SCP or SHRM-CP - preferred
- Knowledge of systems, change management, leadership development theory is required along with experience in coaching, facilitation, instructional design, conducting training needs analysis, and delivering training (facilitator-led, webinars, blended, etc.)
- Extensive experience with assessments such as Everything DiSC®, Five Behaviors, MBTI and other similar instruments - preferred

### **Basic Qualifications (continued):**

- Previous experience calling on clients and assisting with business development initiatives is preferred
- Strong verbal and written communication skills
- Extensive project management skills using standard tools, techniques and processes to manage projects
- Highly proficient in Microsoft Word, Excel, PowerPoint, Outlook, Access and Project
- Understands the basics of QuickBooks (Preferred but not required)
- Solid understanding of technology and how to use it to enhance processes, operations and service delivery
- Able to travel up to 30% per month
- Bilingual skills (English/Spanish) (Preferred—not required)

### **Key Competencies / Characteristics**

- Business Acumen
- Change Agility
- Innovative
- Emotional Intelligence
- Perseverance
- Managerial Courage
- Achievement/Goal Oriented
- Technical Knowledge

### **Other Information**

- Challenging and fun full-time position with an opportunity to have a direct impact on day-to-day operations
- Flexible work schedule
- Creative work environment that is partially virtual
- Must be passionate about providing high quality service to our clients
- Enjoy working in an entrepreneurial environment
- Qualified candidates should send their résumés to [jobs@h-c-h.com](mailto:jobs@h-c-h.com)
- No calls please

Hicks-Carter-Hicks is an Equal Opportunity Employer. We value and embrace diversity.

[www.h-c-h.com](http://www.h-c-h.com)