



https://evergreen.partners/careers/consultant_operations_specialist/

Consultant Operations Specialist

Position Overview

The Consultant Operations Specialist is responsible for providing comprehensive support to the Consultant Engagement team. This role collaborates closely with the Consultant Engagement Directors as well as Consultant Engagement Managers to serve, support, recognize, and advocate for our consulting partners through various programs and activities.

The Consultant Operations Specialist actively contributes to our culture of belonging, where everyone feels welcome and supported. In addition, this person embraces Evergreen's goal of being the "Best Place to Work" through building relationships, working collaboratively, and embodying our company's values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, Innovate).

The Consultant Operations Specialist is a member of Evergreen's Consultant Engagement vertical, as well as the Consultant Engagement Operations team. This position reports to Director of Consultant Operations. Work can be done either in-person in our Middleton, WI office, fully remote, or hybrid.

Essential Functions

Strategic Talent Acquisition- Proactive Pipeline Building & Candidate Sourcing:

- Support efforts to attract and engage top talent, utilizing various resources and strategies.
- Assist in managing candidate records, scheduling, and communication, ensuring an organized and efficient process.

Candidate Communication & Documentation:

- Communicate with candidates to ensure their Evergreen resume accurately reflects their background, skills, and expertise.
- Document candidate attributes in the applicant tracking system to maintain a robust and comprehensive record.
- Provide feedback on the resume template and make revisions as needed.

Consultant Experience and Support

- Provide administrative support to maintain accurate consultant records and manage communications.
- Contribute to creating a positive experience for consultants by assisting with recognition programs and special initiatives.

Resume Conversions and Updates

- Facilitate the conversion of candidate resumes to the company's preferred format.
- Ensure accurate and comprehensive documentation of candidate

Hiring organization

Evergreen Healthcare Partners

Job Location

6720 Frank Lloyd Wright Ave, Suite
200, 53562, Middleton, WI, USA
Remote work possible

information.

General:

- Uphold Evergreen's mission (Create authentic partnerships that improve healthcare) and values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, Innovate).
- Cultivate meaningful relationships across Evergreen.
- Embrace radical candor by developing relationships across Evergreen and providing direct feedback and recognition at all levels.
- Communicate in meetings, one-on-ones, and daily interactions with clarity, purpose, and respect for the individuals involved in the discussion.
- Participate in cross-functional projects.
- Coordinate and support company-wide programs and special projects.
- Assist and back up other colleagues when necessary.
- Embrace change as Evergreen scales systems and processes.
- Attend Evergreen's in-person annual retreat one time per year.

Qualifications

- Proficient with Microsoft 365 and similar software.
- Excellent interpersonal skills with the ability to manage sensitive and confidential information with professionalism and diplomacy.
- High attention to detail, including strong time management, analytical, organizational, and active listening skills.
- Exceptional written and verbal communication.
- Consistently act with urgency
- Thrive and be proactive in a fast-paced environment with a fair amount of ambiguity and shifting priorities.

Preferred Qualifications

- Post-Secondary Education
- Prior experience in a healthcare or healthcare IT setting
- Prior sourcing or recruiting experience, especially within healthcare IT

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Salary Range

\$ 50,200 - \$ 60,200, depending on experience, in addition to bonus eligibility and a comprehensive benefits package.

Work Hours + Travel Requirements

Evergreen's core working hours are 9am – 5pm Central Time, and most of our internal meetings take place during this window. Flexible schedule available in consultation with management. Occasional domestic travel up to 5%. If remote, travel might include annual visit to Evergreen's headquarters in Middleton, Wisconsin.

Physical Demands

Prolonged periods sitting at a desk and working on a computer. Must be able to lift

up to 15 pounds at a time.

Work Authorization Requirements

Evergreen is interested in every qualified candidate who is eligible to work in the United States. However, we are currently unable to sponsor work visas. At this time, candidates must reside in the U.S. to be eligible to work at Evergreen Healthcare Partners.