



## HUMAN RESOURCES CONSULTANT

\$55,000 - \$75,000 DOQ

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Remote; Full-Time, Virginia-based.

*Are you a dynamic HR professional looking for a flexible, impactful role where you can partner with organizations to drive meaningful change? Berkley Group is seeking an experienced, motivated HR Consultant to support our growing human resources services. If you thrive in a collaborative, project-based environment and enjoy working across multiple HR disciplines, this opportunity is for you!*

### ABOUT THE ROLE

As a multi-functional HR Consultant, you will support internal operations and work with HR Executive Managers to deliver services in executive recruitment, compensation analysis, policy development, and HR strategy. You'll have the chance to lead and contribute to high-level public sector projects, collaborate with top HR professionals, and make a lasting impact.

You'll work independently and in teams under the guidance of our HR Executive Managers, while reporting directly to the Chief Operating Officer.

### WHAT YOU BRING

#### Knowledge & Expertise

- ✓ HR best practices in talent acquisition, compensation, compliance, and policy development
- ✓ HR strategy & public sector operations
- ✓ Research methodologies and data analysis
- ✓ Strong technical writing and documentation skills

#### Skills & Strengths

- ✓ Proactive & adaptable – Comfortable managing multiple projects independently
- ✓ Strong communication – Ability to engage with clients, teams, and public officials
- ✓ Technical acumen – Proficient in Microsoft Office, Adobe Products, and HRIS tools
- ✓ Creativity – Ability to analyze complex challenges and provide innovative solutions

#### Education & Experience

- ✓ Bachelor's degree in HR, Public Administration, Sociology, Psychology, or related field
- ✓ 3-5+ years of HR experience (preferably in local government)
- ✓ Certifications preferred: CCP, PSHRA-CP, PHR, SHRM-CP

### WHY JOIN BERKLEY GROUP?

- Work Remotely – Enjoy a flexible, remote-first work environment
- Set Your Schedule – Support diverse projects with considerable autonomy
- Collaborative Team Culture – Work alongside HR experts and consultants
- Professional Growth – training, certification, and career development opportunities
- Meaningful Work – Make a difference by supporting public agencies & local governments

We offer health & dental insurance, 401(k) matching, PTO, paid holidays, and more!

Join Berkley Group and help shape the future of public sector HR!

## **HOW TO APPLY**

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Submit your cover letter, resume, work samples, salary expectations, and three professional references to Kelsey Wong at [kelsey.wong@bgllc.net](mailto:kelsey.wong@bgllc.net).

Berkley Group is an Equal Opportunity Employer

[www.BGLLC.net](http://www.BGLLC.net)