



Being Jubilant

We believe in working together to improve the workplace experience for each other and our clients. We do this through a commitment to our integrity, accountability, collaboration, creativity, authenticity, hard work, and being thoughtful of others with a personal and professional desire to grow and learn.

Who Is Jubilant?

Jubilant is a HR/Payroll technology consulting firm. Our focus is complete operational evaluation leveraging software as the catalyst for positive, impactful organizational change. We perform selection and implementation consultation at the behest of our clients with a methodology that is built on more than 20 years of industry experience that ensures that our client's desired outcomes are executed upon and focused on project success. Our purpose is to service and support our team members, our clients and our service partners. Our role is serving as dynamic advisors that collaborate in a respectful environment built on trust with a focus on operational excellence, enabling all to grow, learn, share, laugh, and become extremely sound at executing against a plan to deliver success!

Jubilant's three guiding principles

- Culture conscious – be thoughtful and supportive, transparent and accountable. Be the type of person with whom you'd like to collaborate.
- Work smart – follow client-centric processes and use efficient tools that are proven to result in operational excellence.
- Be a worthy partner – put project success as our number one priority. We will be flexible and do the right thing on behalf of our clients, partners and team members, regardless of effort or cost.

Open Position

Implementation Consultant

- 100% client satisfaction is Jubilant's focus. Our job is to ensure success, so when presented with a situation that compromises customer success, you must think outside the box and deliver solutions that will ensure customer satisfaction.

Our ICs support clients as the point person from Jubilant in driving the overall UltiPro application launch project. You will manage a variety of project types and sizes as assigned by leadership and will carry out the work leveraging your own experience in combination with Ultimate Software training and Jubilant's proven project methodologies. Project tasks include requirements gathering, data discovery, project planning, business process transformation consulting, core UltiPro HR/Payroll functional configuration, testing/validating, and managing the transition to go-live and the turnover to Ultimate Software's customer support team. You will be managing single, or multiple projects as needed based on size, type, and complexity. Our IC's understand project management techniques and processes for UltiPro based projects.



Primary duties

- Confident leadership and flawless execution
 - ⇒ Provide project leadership, direction, management, communication, and implementation services throughout the project lifecycle. You are accountable for the overall success of the project and the quality of services while balancing the competing demands:
 - ▶ Scope, time, cost, and quality.
 - ▶ Internal and external stakeholders with differing needs and expectations and follow practices and processes for managing client and stakeholder expectations
 - ▶ Trusted client and stakeholder relationships
 - ▶ Identified requirements and expectations
 - ▶ Project team dynamics
- Effective leadership and management of internal and external resources to meet project objectives by maintaining open communication among project team members:
 - ⇒ Lead project meetings efficiently and with intended results
 - ⇒ Help team members establish open, collaborative relationships
 - ⇒ Maintain enthusiasm, energy and focus in a variety of circumstances
 - ⇒ Translate project objectives and vision into clear goals for the team
 - ⇒ Manage team members and necessary resources to achieve project objectives
- Support sales and business development by providing subject matter expertise, resources and documentation for sales presentations and proposals.
- Utilize practitioner and project management expertise to collaborate with leadership on continued development of business resources, and tools.
- Support the company with external visibility and promotion within partner and local networking organizations.

Skills, Education & Experience

- HR or Payroll practitioner (or both) experience – industry/professional certifications a plus
- Business analyst, project management professional experience highly desired
- Software/technology experience – implementation, system management, system administration, HCM/Payroll software
- Specific software exposure/experience a plus – Ultimate Software, Ceridian, ADP, Workday
- Proficient with MS Office – Outlook, Excel, Word, Power Point, OneNote
- Positive, professional attitude
- Energetic with self-motivated leadership team player and able to follow directions well
- Comfortable working in an environment in which businesses processes and tools regularly evolve
- Strong task management and time management skills
- Organized, detail oriented, accurate and responsive with attention to detail



Skills, Education & Experience (cont.)

- Excellent written and verbal communication skills; clear and concise in communicating information; actively listens to what others are saying; researching and sharing information collaboratively in a team environment
- Customer service focus
- Ability to work remote and independently with minimal supervision
- Excellent problem-solving, decision-making, and relationship building skills
- Foresees potential problems and takes corrective action to ensure achievement of goals
- Results driven within a team environment
- Extremely comfortable working on multiple projects simultaneously
- Bachelor's degree or equivalent work experience

Work Environment

Virtual offices with travel to and onsite work at client locations

Position Requirements

30-35% travel

Ability to travel via multiple means – air, car, public transportation

This job description has been written to provide an accurate reflection of the current job and to include the general nature of work performed. It is not designed to contain a comprehensive detailed inventory of all duties, responsibilities, and qualifications required of the employees assigned to the job. Management reserves the right to revise the job or require that other or different tasks be performed when circumstances change.

Jubilant, LLC is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.