



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

Technical Consultant (TC)

- 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.

Summary

Our TCs support clients who will be activating Ultimate Software and will manage a variety of project types and sizes as assigned by leadership. Our TCs will carry out their work leveraging their own experience in combination with Jubilant's proven project and Ultimate Software's activation methodologies. Project tasks can include data conversion, business intelligence report writing, and/or interface development. TC's support our Implementation Consultants and Project Managers in these tasks as part of the entire project team. You will be managing multiple projects as needed based on size, type, and complexity. Projects will warrant that our TC's demonstrate strong task management expertise, as well as specific product knowledge, data mapping, testing, analytical and design skills. Qualified candidates are self-starters with exceptional organizational and problem-solving skills who are highly-motivated to provide excellent customer service. Candidates will also possess a general knowledge of payroll and/or human resource concepts and regulations and be comfortable working in a fast-paced, exciting environment.

Primary duties

- Confident leadership and flawless execution.
 - ⇒ Work in lock-step with internal team, Project Manager and/or Implementation Consultant, to deploy technical services as a part of Ultimate Software's platform including HCM/Payroll Core, Life Events, Recruiting/Onboarding, Time Management, Performance and/or Compensation Management software products
 - ⇒ Coordinate and perform lifecycle of assigned implementation projects in compliance with Ultimate Software's implementation methodology (i.e. Business Analysis, Summary of Business Rule Requirements, System Configuration, Data Mapping, Parallel Testing, Live Processing and Support Transition)
 - ⇒ Gather requirements for and develop integrations including carrier feeds, flat file .csv or .HTML, and API/Web Services
 - ⇒ Clearly document any customizations required, mapping assumptions, and issues discovered to the team
 - ⇒ Assist with data mapping from source system(s) to UltiPro for various conversion needs
 - ⇒ Provide analytical and design expertise; system configuration; data mapping; testing and client support of live payroll processing
 - ⇒ Configure, system test, and parallel test new instances of UltiPro for a variety of clients ranging from low to extremely high complexity in different industries
 - ⇒ Ability to start, analyze, track progress and maintain an assigned project through completion
 - ⇒ Focus on identifying issues and reconciling payroll amounts back to previous provider reports
 - ⇒ Participate in the use and development of tools and technologies
 - ⇒ Provide input on methodology and process improvements for both internal team use and around the work flow process between other internal teams
 - ⇒ Document project work and progress in Mavenlink and provide accurate and timely information regarding project/task status and project hours

- Effective leadership and management of internal and external resources to meet project objectives by maintaining open communication among project team members.
 - ⇒ Provide leadership and guidance to the Technical Team
 - ⇒ Lead project meetings efficiently and with intended results
 - ⇒ Meet project task milestone and due dates
 - ⇒ 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 members
 - ⇒ Manage team members and necessary resources to achieve project objectives
 - ⇒ Track, manage, and oversee resolution of open project issues/items
 - ⇒ Coordinate and oversee project tasks assigned to other internal resources, when applicable
 - ⇒ Proactively communicate with clients to keep them apprised of project status and ensure they are on track with assigned responsibilities
 - ⇒ Provide timely follow-up and resolution of open project-related items

- May support sales and business development by providing subject matter expertise, potentially attending prospective client meetings, and providing information for sales presentations.

- Utilize practitioner and project management expertise to collaborate with leadership on continued development of business opportunities, process documentation, resources, and tools.

- Support the company with external visibility and promotion within partner and local networking organizations.

Skills, Education & Experience

- Developer in SQL, other languages a plus
- HR or payroll practitioner, or both – industry/professional certifications a plus
- Business analyst, project management professional experience highly desired
- Comfortable working in an environment in which businesses processes, tools, etc. are still being defined
- Strong analysis, change control, task management and time management skills
- Organized, detail oriented, accurate and responsive with attention to detail and exceptional organization / time management ability
- Excellent written and verbal communication skills with internal and external clients
- Clear and concise in communicating information
- Excellent customer service skills
- Ability to work independently with minimal supervision
- Energetic with self-motivated leadership, quick learner
- Positive, professional attitude
- Actively listens to what others are saying, seeking and sharing information
- Excellent problem-solving, decision-making, and relationship building skills
- Foresees potential problems and takes corrective action to ensure achievement of goals
- Results driven orientation within a team environment
- Must be extremely comfortable working on multiple projects simultaneously
- Established team player
- Software/technology experience – implementation, system management, system administration, HCM/Payroll or other types of dynamic business software
- Specific software exposure/experience a plus – Ultimate Software, Ceridian, ADP, Workday. Knowledge of Ultimate Software products a plus
- Proven experience managing projects with a high degree of quality and completeness
- Experience successfully managing project resources, both client and internal; working with those resources to manage aggressive project timelines
- Experience in a technically oriented customer service organization

Education/Certification/License:

- BS/BA degree or equivalent experience
- Industry Certifications from APA (FPC and CPP) and SHRM (PHR SPHR) a plus

Work Environment

- Virtual offices with travel to and onsite work at client locations

Position Requirements

- 15% 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.