



BrightHouse, a business division of The Boston Consulting Group, is a global creative consultancy. We help organizations uncover their timeless purpose so they can grow their people, profits and social impact.

BrightHouse is looking for a Senior Staffing Specialist for their Atlanta office. The individual in this role will be the lead person responsible for end-to-end talent and staffing coordination for client projects working in close partnership with BrightHouse leadership, Creative and Strategy Directors and HR.

RESPONSIBILITIES INCLUDE:

- Identify and understand consulting capabilities and growth opportunities to appropriately staff consultants on client case work and internal projects
- Lead day-to-day staffing decisions for client case work, support for proposals, and internal initiatives, proactively resolving complex staffing challenges
- Thought partner with senior leadership to ensure best staffing alignment that maps to project scope and revenue
- Liaise with Finance team to review staffing alignments against timesheets to ensure revenue is correct for each case and monitor utilization
- Create visibility of staffing pipeline by engaging with senior leadership on upcoming/existing projects and staffing requirements, forecasting potential staff gaps
- Own and update staff alignment tracker, providing regular capacity updates to senior leadership and insight into staff availability/gaps and allocation issues
- Partner with leadership team to drive the long-term talent agenda for business needs
- Partner with HR on performance development process for consultants and Business Services Team staff
- Providing learning and development solutions (training, staffing opportunities)
- Coordinate with Global Mobility team and HR on cross-office staffing alignments and work visa requirements

QUALIFICATIONS

- Bachelor's degree
- 3-5 years' experience in a resource management and/or capacity planning role required
- Experience working in management consulting, financial services, or creative agency highly desired
- High proficiency in working with Microsoft Office (Word, Excel, and PowerPoint)



KEY COMPETENCIES

- Prioritize and plan work activities effectively and consistently provide high-quality output, often navigating competing priorities with composure
- Strong interpersonal skills with ability to develop effective working relationships with staff at all levels
- Commitment to client service, exceeding expectations, and demonstrating active listening skills and adaptability
- Perform well under pressure, take initiative, and handle multiple tasks simultaneously with strong attention to detail
- Excellent oral and written communication skills
- Proactive problem-solver with ability to resolve conflicts with poise and tact
- Flexible team player with a can-do attitude, solid customer service orientation and dependability
- Consistently maintains a professional image, high standards of professional behavior and exhibits good judgment
- Ability to maintain confidential information as needed

To learn more about BrightHouse, please visit our website at www.thinkbighthouse.com. Interested applicants should submit a resume and cover letter to hr@thinkbighthouse.com and should submit an online application at www.thinkbighthouse.com/careers/

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