

Onboarding Consultant - Emplify People

Powerful HR onboarding that elevates the employee journey

This role sits at the center of our Emplify People business, where customers depend on a structured, well-led onboarding process to turn their HR workflows into a system they can use with confidence. You will work hands-on with the system, configuring it to support both the customers' processes and their day-to-day operations.

As an Onboarding Consultant, you take full ownership of Emplify onboarding projects from kickoff to go-live, always keeping the customer's processes in focus. You plan and manage onboarding as a project while also carrying out hands-on system configuration. In this role, your success ensures that customers are set up with a technically sound Emplify People solution that reflects their organisation and supports their daily HR operations.

Emplify People is a flexible HR system that supports the entire employee lifecycle – from recruitment and onboarding to performance, learning, time and attendance, absence management, and offboarding. It is part of Paychex Europe's broader HCM ecosystem, where HR, payroll, and workforce management solutions come together to support the full employee lifecycle. This means you understand how HR data, structures, and processes configured in Emplify People interact with surrounding systems.

The role offers strong development opportunities, allowing you to deepen your technical system expertise, strengthen your project management and consulting skills, and collaborate closely with colleagues across Solution Onboarding, Customer Success, Support, and Product in an international organisation.

Solution Onboarding team

You'll join our Solution Onboarding team. A skilled, collaborative, and socially strong group working across HR, payroll, and workforce solutions. We support each other in complex onboarding scenarios and value knowledge sharing, open dialogue, and close collaboration across locations. It's a team where ownership and quality matter - and where we also enjoy working together.

Your responsibilities

You are responsible for planning, executing, and completing onboarding projects for new Emplify People customers. You act as the customer's primary point of contact and own both the project delivery and the technical configuration of the solution.

Your ownership and decision-making authority allow you to drive progress, manage technical complexity, challenge assumptions, and ensure that the solution is thoroughly tested and technically ready for go-live.

Key responsibilities include:

- Leading end-to-end onboarding projects for Emplify People customers, from kickoff and analysis to configuration, test, and go-live, with full ownership of scope and progress
- Structuring onboarding projects into clear phases, milestones, and technical deliverables, while managing risks, dependencies, and changes that impact both project and setup
- Analysing customer HR processes and translating them into concrete, technically sound system configuration
- Performing hands-on configuration of Emplify People, including complex structures, workflows, rules, and permissions
- Collaborating closely with customer stakeholders across HR, recruitment, payroll, and IT, ensuring correct integrations, expectation alignment, and a structured handover to Customer Success

Our humble expectations

Given the responsibilities above, we expect people in this role to bring the following skills and experience:

- Hands-on experience with HR systems, understanding how system logic and data enable real HR processes
- Proven ability to lead onboarding or implementation projects, driving structure, alignment, and progress from start to finish
- Strong capability in system configuration, setting up structures, workflows, and rules that reflect organisational needs
- Ability to connect requirements to reality, ensuring the setup works across HR, payroll, and

workforce management - or learning this quickly

Experience with Emly People is an advantage, but not a requirement. What matters most is your technical capability, willingness to take ownership, and ability to deliver onboarding projects, and your motivation to help customers succeed.

We are always looking for different talents to broaden our horizons and step up our game - so if you can see yourself thriving in this role, we would love to hear from you.

For questions about the role, please contact Zanne Grau Poulsen, Head of Solution Onboarding, at zgpoulsen@lessor.dk or +45 53 84 18 16.

The position is based at our Østerbro office and offers a hybrid work model, combining on-site collaboration with flexibility. The role is full-time and includes some travel to customer meetings, which requires a valid driver's license and access to your own car.

The start date is 1st of June 2026. Applications are reviewed continuously, and we hire when we find the right match.

PAYCHEX EUROPE

Paychex Europe delivers Payroll, HR, and Workforce Management solutions that simplify processes, save time, and provide insights that help businesses support their people and drive success. Built over 50 years of expertise, our solutions adapt to changing needs - helping businesses run more efficiently, today and tomorrow.