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# Example of Associate Relations Manager Job Description

Our company is growing rapidly and is hiring for an associate relations manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate relations manager

* Interfaces with site leaders, HRMs and union representatives
* Assess sponsorship requests from new, existing and potential partner organizations
* Ensures proper documentation and follow up
* Investigates issues by assembling all relevant facts, interviewing case critical witnesses, reviewing similar cases, using knowledge, judgment & experience to recommend a course of action to brand leadership
* Handles complex and emotionally charged issues with composure by addressing the situation objectively, remaining unbiased
* Ensures company policies and practices are followed consistently and fairly and initiates policy changes with leadership when necessitated by current operation needs, legal changes, and required clarifications
* Identifies risk and potential company liability and uses sound judgment in obtaining legal counsel when warranted
* Assume lead investigative role for concerns of mid-level/risk complexity, corrective actions and terminations
* Identify, prioritize, and resolve/escalate issues within established timelines
* Coordinates investigations of grievances, EEO complaints, wage and hour, hotline calls

## Qualifications for associate relations manager

* Knowledge of investor relations demonstrated through relevant work experience
* Strong written communication, analytical, interpersonal and presentation skills required
* Must be an assertive, self-starter
* Experience in working across foreign borders and cultures preferred
* High travel will be required for this role and flexibility to potentially work nights/weekends when necessary
* Strong understanding of social and paid media strategies and how digital fits into the broader communications landscape