Downloaded from <https://www.velvetjobs.com/job-descriptions/employee-labor-relations>

# Example of Employee / Labor Relations Job Description

Our company is hiring for an employee / labor relations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for employee / labor relations

* Developing and implementing labor-related policies, practices and controls
* Investigates and handles certain employee complaints
* Supports representation campaigns, elections and related matters
* Working closely with operations managers at multiple facilities to administer collective bargaining agreements and achieve business objectives and results
* Preparing and presenting Company positions in the grievance and arbitration procedure
* Serving as a key member of team responsible for collective bargaining negotiations
* Investigating, tracking and implementing corrective action to resolve reported employee relations issues
* Providing support in other areas of Human Resources as needed
* Consults with business and human resources managers as a trusted advisor on all human resources topics in multiple functional areas of expertise
* Is accountable for successful implementation of multiple programs simultaneously

## Qualifications for employee / labor relations

* A graduate degree in a related field
* 10+ years labor relations and employee relations experience
* Demonstrated knowledge of labor relations and employment law and regulations
* Demonstrated proficiency in HR policy understanding and interpretation
* Demonstrated ability to lead and influence others, and to work in collaboration across a wide variety of stakeholders
* The ideal candidate will have three or more years of Labor Relations experience to include the administration of collective bargaining agreements, contract interpretation and grievance administration, and possess strong written and verbal communication skills