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# Example of Employee / Labor Relations Job Description

Our growing company is hiring for an employee / labor relations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for employee / labor relations

* Represent the Lab as chief spokesperson in local collective bargaining with all unions or delegates same to a direct report on the ELR team
* Perform duties associated with scheduling and organizing meetings, conferences, seminars, events, and negotiations, including arranging services with vendors, producing and distributing materials, administering logistics, and managing event within budget
* Support, coordinate, and manage all details of employee relations activities (transactions and documentation), including unemployment claims, terminations, information requests, and grievances
* Coordinate and/or perform HRIS data management activities, including running reports for compliance, audit, and metrics purposes
* Resolve basic issues as appropriate
* Provide general administrative support for Employee & Labor Relations staff
* Assist in the communication of annual compliance notices
* Provide administrative support to Director and labor relations representatives
* Assist with drug testing program administration
* Prepare draft contract proposals for labor negotiations

## Qualifications for employee / labor relations

* The ability to work as part a team independently
* Rarely kneel/crawl
* A Bachelor’s Degree in Labor Relations, Human Resources Management, or a business related area (or equivalent work experience) is required
* In depth knowledge of labor law, equal employment and affirmative action programs and regulations, ADA, FMLA, FSLA
* Computer literate with knowledge of common office productivity software and the ability to learn customer service software applications ( , MS Office, email, fax, Internet Explorer)
* Experience working in an organization with a unionized workforce