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# Example of Employee Relations Advisor Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of employee relations advisor. 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 relations advisor

* Partner with Recruitment to support the planning and execution of the recruiting outreach strategy
* Monitoring trends in employment practices and new government regulations and advise on appropriate proactive action to ensure regulatory compliance
* Consult HR on EEO related matters, leave programs, Americans with Disabilities Act (ADA), and reasonable accommodations for disabilities
* Lead responsibility for responding to EEOC charges of discrimination filed following the investigation/consultation of the charges
* Prepare and manage OFCCP audit submissions and assist with ensuring appropriate corrective action is taken with respect to OFCCP audit requirements
* Conduct internal investigations, providing a final written summary of findings to the appropriate level of management or to the Ethics department
* Participate on small projects outside of ER on an as needed basis
* Participate in senior level management reviews on various topics related to workplace compliance
* Provide EEO/AA training as needed, including delivery to supervisors at toolkit sessions and other special training needs
* Assist the business in identifying key risk areas and ensure appropriate controls are in place to adequately mitigate this risk

## Qualifications for employee relations advisor

* 10+ years of diverse experience within a large organization, of which 5 of those years must include management level experience
* Three or more years of labour relations experience in an industrial unionized environment dealing in workplace/disciplinary investigations, attendance management, grievance management, performance management, union-management committees
* Bachelor’s degree in human resources, industrial/labor relations, business, or related field and a minimum 6 years of experience in human resources/employee relations or 4 years of experience with a master’s degree
* Bachelor’s Degree in Human Resources or a related field and 2+ years Human Resource experience
* Lead Employee Relations Investigator for Canada employee relations issues
* Conducts US and Canada workplace investigations to identify possible violations and provides appropriate recommendations to BU leadership