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# Example of Employee Relations Manager Job Description

Our growing company is looking for an employee relations manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for employee relations manager

* Partner with internal legal counsel to ensure a workplace free of harassment, discrimination and retaliation
* Where appropriate, engage with appropriate internal or external consultants and advisors, to gain specific legal or best practice advice on specific cases, policy revision, cross market issues, etc, to ensure best advice is provided
* Use extensive subject matter expertise in conflict management to conduct fact-finding investigation activities related to internal and external inquiries, complaints, and concerns and prescribe appropriate remedy to resolve complaint or concern
* Works to ensure compliance with HR policies and procedures and local, state, and federal requirements
* Apply knowledge of ADA and reasonable accommodation process
* Serve as policy expert for the ER Center-related policies, procedures, forms, and job aids
* Involuntary terminations
* Exit interviews
* Critical capabilities
* Corporate and retail industry experience preferred

## Qualifications for employee relations manager

* Skill and aptitude in producing reports and summaries
* Consultation and coaching skills
* Available to work flexible hours to meet the needs of the retail clients across various time zones (including handling critical calls if needed when stores are open weeknights and weekends)
* Manage human resource initiatives and special projects research and recommend new ideas
* Conducts prompt, thorough investigations in response to employee complaints
* Ability to quickly build trusting relationships, gain credibility, and partner with leaders and peers