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# Example of Employee Relations Specialist Job Description

Our company is searching for experienced candidates for the position of employee relations specialist. 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 specialist

* Be the first point of contact for managers and employees on employee relations issues
* Gather information and prepare documentation associated with employee relations issues
* Provide expert advice, coaching, and assistance to management
* Interpret findings from investigations
* Create strategies to resolve issues
* Contribute to ER best practice education and policy development
* Maintain an employee relations file system, related to disciplinary action, grievances, and agreements
* Monitor disciplinary actions, to ensure consistency association-wide
* Maintain effective working relationships with other departments/branches, internal and external agencies
* Provide assistance in employee relations related matters and assist in analyzing data

## Qualifications for employee relations specialist

* Demonstrate a strong HR background with a specialization in employee relations and French labour law in your last role(s)
* Bachelor’s Degree in Labour Law, Human Resources or equivalent
* A minimum of 3 years’ experience in an HR role with a focus on employee relations
* Fluent in English and in French, oral and written – able to interact on a daily basis with our multicultural English speaking employee base and our French speaking external partners
* Excellent interpersonal and communications skills, both written and verbal, while maintaining absolute confidentiality and trust
* Thoroughness, organizational skills, and autonomy in a demanding and dynamic work environment