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# Example of Employee Relations Specialist Job Description

Our growing company is hiring for an employee relations specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for employee relations specialist

* Adhere to globally aligned ER processes, such as separation and restructuring processes, where applicable
* Establish and maintain networks with regional and global counterparts, team members, and other officials, such
* Interfacing with employees and managers to resolve employment issues
* Provide employee relations support with guidance from the HR Business Partners for the product development groups
* Develop and manage investigation plans (assignment of proper resources
* Assist with the development of performance improvement plans (PIP) and Corrective Action steps
* Handle requests from client legal team for gathering information for responding to legal claims, attorney letters, agency charges, lawsuits related to ER cases
* Participate in the development and delivery of HR and L&D programs
* Supports managers on employee relations issues considered low in complexity
* Applying the risk management framework, recommends termination approval and assists managers with the communication for a termination

## Qualifications for employee relations specialist

* A bachelor's degree from an accredited college and/or university (e.g., preferably business, HR, or another related field)
* A minimum of +5 years of HR experience in an employee relations role or in a relevant legal position
* Proficiency in conducting administrative investigations in order to collect and analyze facts for cases to identify obscure or underlying causes of misconduct or poor performance to develop options for appropriate solutions
* 2-3 years of experience in an Employee Relations capacity
* Experience dealing with ER cases which require robust and creative solutions
* Excellent attention to detail and ability to prioritize and manage a workflow with occasional peaks