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# Example of Employee Relations Specialist Job Description

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

## Responsibilities for employee relations specialist

* Participates in ad hoc employee relations matters and projects as assigned
* Act as an Administrative staff employee relations consultant to all domestic regional offices and for New York office Administrative Staff
* Provide employee relations counseling to employees and managers by providing effective conflict resolution advice and guidance
* Monitor progress to ensure consistent application of corrective action programs and initiatives
* Liaise with senior leaders throughout the organization
* Ensures effective recruitment, selection, and employee orientation programs are in place at the site
* Proactively provides consultation and coaching on employee/labor relations issues by assisting supervisors with the implementation of progressive discipline and performance management plans
* Contributing to the development and implementation of Employee Relations approaches, solutions and plans that are fully aligned to our values
* Provide a consistently excellent, holistic Employee Relations service across the business units, ensuring appropriate coaching, guidance and support is provided at all times
* Build and maintain strong working relationships with external partners, identifying when are where their services may be required to ensure we are providing the best possible services to all our people and leaders at all times e,g, Occupational Health services, Employee Assist, Outplacement providers

## Qualifications for employee relations specialist

* Experience with Human Resource management systems (generic)
* Mandatory is fluent English and Czech language
* Demonstrated strengths in listening, fact-finding, and expoloratoy skills
* 2+ years' experience in Human Resources/Employee Relations
* Partner with ER lead, Business Managers, Legal and HRBP's to provide resolutions for escalated or complex issues and concerns
* Develop standard approach with the ER lead for managing complex, ambiguous, and/or escalated ER issues