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# Example of Labor Relations Manager Job Description

Our innovative and growing company is looking for a labor relations manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for labor relations manager

* Provide support and subject-matter expertise to enable management to effectively administer labor relations and safety policies and programs for covered employees
* Manage and oversee Nicor Gas’ labor relations programs, policies, and procedures
* Partner with leaders to achieve business objectives by developing forward looking HR and Labor relations strategies
* Support Top 10 EHS Principles
* Support Lean initiatives in designated business units
* Assist in attracting, developing, engaging and retaining talent in the business units
* Conduct and attend meetings in the business unit
* Identify, track and report on key performance indicators
* Identify human element of root cause to business problems and suggest solutions
* Act as local subject matter expert and communicator for labor contract compliance

## Qualifications for labor relations manager

* Professional Human Resources (PHR) certification
* Prior experience with multiple benefit programs
* BA/BS degree in Human Resources/Business or a related discipline
* HR certification through SHRM or HRCI a plus 5+ years’ experience as a Human Resources Generalist with demonstrated expertise in talent acquisition, performance management, employee relations and training
* Experience in a union environment with grievance proceedings and contract negotiations preferred
* Ability to work both independently and as part of a team Superior interpersonal skills both written and verbal