Example of Employee Relations Advisor Job Description

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Our company is searching for experienced candidates for the position of employee relations advisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for employee relations advisor

- Recommend and assist in the development, and implementation of company policies and procedures
- Maintain strict confidentiality of information to include, but not limited to, conversations, documents, complaints and investigations
- Responsible for all retail communications updates to stores
- Management of case work
- Monitor Team Members absence levels, working closely with the Occupational Health provider
- Ensure all HR Employee Relation documentation is updated and maintained in line with legislation and best practice
- Ad Hoc HR project when required
- Responsible for corporate compliance of Affirmative Action (AA) Programs which includes coordination of data cleanup efforts, lead process improvement efforts, manage vendor relationship, training, assisting with individual plan completion hands-on assistance to sites responding to government audits
- Audit, document and evaluate AA goals and results, and implement and document good faith efforts
- Manager government reporting processes (EEO-1, VETS-4212) and other government compliance reports

Qualifications for employee relations advisor

- Must have years of experience as an HR Generalist/Employee Relations Specialist, OR
- A Bachelors Degree in HR Management or related field is preferred
- Experience supporting Sr
- Minimum of 6 years of cumulative direct Employee Relations experience
- Minimum of 6 years of experience managing a wide variety of complex, high risk and sensitive employment-related cases from intake to investigation to resolution