



Example of Employee Relations Manager Job Description

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Our company is searching for experienced candidates for the position of employee relations manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for employee relations manager

- Advise managers in the completion of ER processes, working to ensure robust and equitable outcomes
- Develop approach for managing complex, ambiguous, and/or escalated ER issues
- Reporting factual findings and make recommendations for remedial action
- Interacts frequently with Senior Management and must exercise extreme discretion and strong independent judgment in investigating and evaluating complex employee issues which, if handled inappropriately, could expose the company to significant financial and reputation risk
- Visit Company locations, as needed, contact supervisors, review policy manuals, and consult with other subject matter experts in the Company as necessary to assist in resolving complaints within established SLAs
- Coordinate closely with management in reviewing the status of employee complaints and concerns, cases, identifying problem areas, and alleviating causes of employee dissatisfaction
- Follow up with employees after resolution of employee complaints and concerns to help ensure that there is no retaliation against an employee for filing a complaint or concern
- Partner with the Law Department, Labor Relations, and other corporate HR debarments as necessary to ensure effective case management and resolution
- Work with managers/supervisors to ensure Operations-prepared

- Identify ER trends in specific regional geography and communicate concerns to supervisor

Qualifications for employee relations manager

- Travel as required based upon employee relations/investigative cases, less than 15% annually
- Knowledge of local, state/provincial and federal regulatory requirements related to employee relations and legal obligations of employer/Associate relations for the region
- Ability to work comfortably across organizational boundaries, and quickly gain the credibility and respect of employees at multiple levels
- Be highly team-oriented, willing to lead change for the betterment of the function
- Valid license to practice law
- Extensive knowledge of applicable state and federal employment and labor laws and governmental compliance requirements