



Example of Employee Relations Job Description

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Our company is looking to fill the role of employee relations. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for employee relations

- Analyze ER data/metrics for themes, trends and root cause identification
- Serves as the first contact point for team members in issue identification and referral
- Provides support to area Representatives, Supervisors and Managers by maintaining information specific to an area of Human Resources to track consistency and compliance with company standards
- Assist and consult to the HRBP community with regard to position elimination activities
- Supports management in ensuring a union-free environment
- Provides advice and consultation for front-line hourly employees on policy interpretation, EAP issues, employee conflict
- Develop strategies to ensure that field Managers and District Managers are well versed in key employment relations matters
- Investigate, analyze, and make appropriate recommendations regarding complex employee relations issues filed internally
- Represent Human Resources on site committees
- Represent the company, as required, in legal challenges and depositions

Qualifications for employee relations

- Interpret policy regarding HR issues
- Flexibility to undertake field activities
- Occasionally (1/3 of the time or less) stand and walk for prolonged periods (including ability to walk at a given pace that is predetermined by a moving

- Support Corporate initiatives, such as Fortune, Performance Management and Employee Wellness initiatives
- Track number of attorney involved cases and outcome