



Example of Employee Relations Job Description

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Our innovative and growing company is hiring for an employee relations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for employee relations

- Provide guidance in the development, implementation and interpretation of US Administrative Staff Human Resources policies and procedures
 - Provide training regarding unlawful discrimination, harassment, workplace violence and key Company policies and procedures
 - Monitor employee leaves of absence to maintain compliance with FMLA, ADA, Workers Compensation
 - Independently makes decisions/recommendations on appropriate levels of investigations regarding sensitive employee matters and employment law issues
 - Facilitate training such as Performance Management, Internal Investigations, ADA
 - Consults with managers and supervisors regarding employee discipline and performance issues
 - Assist the ER Manager with both Field and Home Office employee relations matters
 - Manager and employee satisfaction with day to day HR case management and advice
 - At the direction of lead investigator, gathers, compiles, and analyzes data related to investigations
 - Production of estimates and termination letters for all employees in North America
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- Experience in Shared Service centers (highly preferred but not required) 2 years
- Current Enrollment in Graduate School
- Exposure to investigative processes
- Ability to work with difficult, highly emotional, and erratic claimants, witnesses, and respondents
- Ability be tactful yet assertive when interviewing uncooperative or challenging employees
- Excellent verbal and written communications skills with the ability to communicate effectively with all levels of personnel