



Example of Employee Relations Job Description

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Our company is looking to fill the role of employee relations. 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 employee relations

- Manage all processes between Employee Relations and Payroll, Benefits and Pension
- Ensure that all relevant parties are notified and kept updated related to employee terminations
- Provide all regular reports as required
- Identify employee, manager, and/or company issues that require policy attention or review from a regulatory and/or compliance perspective
- Respond to employee and manager inquiries and escalating to the appropriate ER Consultant when necessary
- Organization and Execution- Facilitates Quarterly Town Forums
- Excellence Initiatives- Coordinate annual Service Award's Dinner for AHS
- Compile weekly and monthly Advice Line reports
- Collate structure charts and update key contact lists, for the organisation every two months
- Manage the Long Term sickness referral process from approving requests from HR and Retail Store Managers, advising on reasons for rejection of request, coaching managers on getting the most from their referral, tracking referral from submission to receipt of report and coaching managers on next steps following receipt of report

Qualifications for employee relations

- Ability to present complex, convoluted findings in a sequential, logical, and succinct manner to employment attorneys and Human Resources Representatives
- Prior Union experience (grievance process, negotiations, CBA consultation)
- Seven or more years' experience in employee relations and human resources in manufacturing, distribution, and call center locations
- Technically proficient in MS Word, Excel, and PowerPoint
- Bachelors' degree in Human Resources or related discipline, or equivalent combination of education and experience