



Example of Employee Relations Job Description

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Our innovative and growing company is looking for an 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

- Partners with Legal and/or, Compliance, Audit in conducting investigations, researches policies/practices, creates and gathers documentation, makes determinations and implements resolutions when applicable
- Provide administrative cover for the ER Advice Line during busy periods, lunch cover, holiday cover and meeting cover (take details and log call for an ER Advisor to call back)
- Ensure invoices are paid on time
- Update and maintain the HR intranet
- Send out communications to the wider HR teams
- Maintain the employment tribunal claim tracker
- Assist in the administration of tribunal claims
- Help to maintain and promote the company mediation scheme, and be the key contact for co-ordinating mediation cases across the business - organising mediators, booking venues and sending out all administration relating to the meeting
- Manage company eye care vouchers process – answer all queries, liaise with external providers, ensure the procedure is followed by all employees
- Review and update Christmas packs for Brands each year

Qualifications for employee relations

- Perform timely and consistent case management to ensure all employee

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of employees in a diverse organization
- Ability to make administrative and procedural decisions and judgment on sensitive, confidential issues
- Ability to prepare and present training programs and materials
- Ability to work effectively with Microsoft Office Suite