



# Example of Employee Relations Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of employee relations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for employee relations

- Develops and maintains communications supporting the human resources function such as the Policies and Procedures Manual, Staff Handbook, Employee Newsletter
- Book travel and overnight stays for ER
- Ad hoc projects and any other duties as directed by the ER Manager and Team Leads
- Compile monthly Sanction reports for payroll and Right to Work reports for retail HR teams
- Keep a monthly tracker of the number of vacancies within the business
- Organise Senior Executive medicals each month
- Act as first contact with employees in the issue resolution process
- Act as a thought partner with members of human resources and legal teams
- Support the Director of Employee and Labor Relations with investigations, conflict resolution and training of Company policy and procedure
- Coordinate and conduct internal investigations, maintain a case log of investigations, draft investigatory documentation

## Qualifications for employee relations

- Proficient knowledge of employment, wage and hour, FMLA and EEO laws
- In-depth understanding of employment law and employee relations legislation
- Ability to read, analyze and interpret human resources articles, professional

- Bachelor's degree (preferably in Human Resources or Business Administration) or equivalent experience required, in addition to 9-12 months of relevant human resources experience
- Investigate and resolve union grievances
- Participate in special projects/initiatives