



Example of HR-Employee Relations Job Description

Powered by www.VelvetJobs.com

Our growing company is looking for a hr-employee relations. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for hr-employee relations

- Advise managers and employees regarding HR policies and procedures, CBAs
- Assist with administering the Workers' Compensation program
- Assist with compensation/classification of CO positions as requested
- Remains current and informed in the field of Employee Relations in order to share knowledge and insights with others
- Manages requests or inquiries from customers following defined procedures and guidelines
- Serves as a liaison for a particular business area and contributes to the relevant team meetings as needed
- Managing and updating the internal HR approval matrix and all corresponding Delegation of Authorities
- Cultivating strong relationships with business lines, HR business partners and other Centers of Expertise, Corporate Security, Ethics Office, and Legal
- Handling investigations, some of which will be high profile, of complex and sensitive employee relations situations
- Delivering employee relations training to HR population and assisting with creation and execution of employee relations training for broader management population

Qualifications for hr-employee relations

- Time management – ability to manage multiple priorities in a high-pressure

- Interpreting & applying understanding of corporate policy, employment law, and other regulations to provide immediate advice, guidance or clarification for employee relations inquiries
- Providing consultation, guidance and coaching to supervisors, managers and HR Business Partners to address employee behavior and performance concerns
- Implementing preemptive solutions to mitigate ongoing case occurrence
- Maintaining required documentation for each case, including intake and investigative notes, supporting documents and final reports
- Critical knowledge and competencies required in customer orientation, decisiveness and judgment, conflict management, investigations and problem solving