



Example of HR-Employee Relations Job Description

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Our company is growing rapidly and is hiring 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

- Represent facility in various Community Service events
- Develop and facilitate HR related training to facility employees
- Facilitate Employee Engagement Survey
- Special projects as assigned by the Human Resources Manager
- Conduct investigations regarding claims of discrimination, harassment, retaliation
- Participate on Labor Management Committees and in labor meet and confer meetings as requested
- Serve as Appropriate Administrator for Level I Grievances as requested
- Prepare notices of discipline, reprimands and responses to complaints
- Represent the CO at EDD, SPB and other administrative hearings
- Identify training needs, develops training programs, and conducts training seminars for management (and employees) as it relates to compliance with EEO, harassment, employee relations, discipline, performance management, and other topics

Qualifications for hr-employee relations

- Must be fluent in Turkish & English
- Leadership skills – Takes initiative in identifying opportunities for individual, team, and company improvement
- Relationship management experience – Ability to consult with and influence clients and team members

- Minimum of 3 years of HR Management experience in manufacturing facility