



Example of Labor Relations Representative Job Description

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Our company is looking to fill the role of labor relations representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for labor relations representative

- Coordinates investigations of unionized employee grievances, EEO complaints
- Works directly with union representatives (Union Business Representatives or Officers) to resolve grievances (United Food and Commercial Workers, International Brotherhood of Teamsters, Bakery Workers, unions)
- Provides training in labor relations to operating management
- Prepares or assists in the preparation of briefs for arbitration cases
- AK Steel is an Equal Opportunity Employer
- Unemployment compensation claims
- Labor and Overtime Control
- Assist Human Resources as needed
- Interprets collective bargaining agreement provisions, rules and regulations
- Assists with grievances, disputes and disciplinary actions

Qualifications for labor relations representative

- Working knowledge of employee benefits, like medical, disability, retirement
- Highly organized, self-motivated, customer oriented and able to work independently within a team and with internal and external business partners
- Ability to build and maintain positive relations internally and externally
- Bachelor's Degree in Business, Human Resources or Behavioral Sciences highly preferred

gained through 3 plus years applicable HR, AR or LR experience

- Possess management skills and the ability to motivate and work in cooperation with others to achieve desired results