



Example of Labor Relations Representative Job Description

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Our innovative and growing company is looking for a labor relations representative. 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 labor relations representative

- Reviews and disseminates collective bargaining agreements
- Provides advice and counsel to management on contract interpretation and application, issuing discipline, work rules, past practice, leading a unionized workforce
- Responds to and resolves employee inquiries in a courteous manner
- Develop and maintain successful working relationships in order to influence and provide effective, consistent employee and labor relations processes, advice and support
- Chief negotiator representing management in direct union negotiations for collective bargaining agreements within North America and the Caribbean
- Works closely and collaboratively with in/outside counsel to address and resolve labor matters
- Provides contract interpretation to all levels of management and supervision
- Promotes positive working relationships between unions and management
- Promotes positive relations with employees while offering proactive consultation and direction to management in the area of employee and labor relations
- Handles workplace investigations, resolves grievances and responds to employee complaints

Qualifications for labor relations representative

- Ability to build effective relationships and partner with business leaders to influence labor relations practices the Marietta and off-site locations, across Aeronautics' Labor Relations
- Bachelor's Degree in Labor Relations or related field
- Prior experience in a health care industry preferred
- Strong organizational, analytical/critical thinking, presentation and creative skills
- Experience with unions and conducting employee investigations required
- Fire and Safety Certification required