Our innovative and growing company is hiring for a labor relations representative. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for labor relations representative

- Conducts wage and benefit reviews for non-union locations
- Evaluate pre-arbitration grievances to determine if the files are complete and whether there is room for resolution, Takes necessary steps to collect & log information/documentation
- Attend pre-arbitration meetings to circumvent arbitration
- Proactively identify labor relations issues and themes based on key labor metrics
- Advises management regarding craft employee issues and interprets work rules, pay issues
- Supports the labor relations management in the program development of assigned subject expertise, discipline, issue resolution, unemployment compensation, affirmative action plan and audit preparation
- Serves as project lead in the development of processes and oversight to departmental roles that impact the organization's federal compliance capability
- Serves as lead in the facilitation of the unemployment compensation claims and hearing process
- Serves as secondary support to labor relations roles and responsibilities as needed
- Prioritizes work, effectively handles multiple tasks simultaneously, takes initiative, possesses sound reasoning and problem solving skills, functions as a team member works independently, develops and conducts presentations

Qualifications for labor relations representative

- Bachelor's Degree in Business, Human Resources / related discipline or
- Bachelor degree in Labor Relations or related field
- Juris Doctor degree or Masters in Labor Relations is a plus
- Industrial experience and Union contract experience is a plus
- Bachelor's degree in Human Resources, Industrial Labor Relations, or other field
- Minimum of two years' experience in Industrial Labor Relations, Human Resources, or Paralegal work