



# Example of Labor Relations Representative Job Description

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Our company is looking for a labor relations representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for labor relations representative

- Exercises judgement in moderately complex matters, considering defined procedures, practices and precedents
- May participate in arbitration hearings
- Involved in local Union negotiations
- Assists in counseling Company managers and executives on issues that may arise under the various collective bargaining agreements to which the Company is signatory with the various unions representing its workforce
- Reviews and compiles disciplinary, investigation reports/summaries, grievance information, and other documents from the Company's databases and files, and coordinates with the Labor Relations Director and Managers on the evaluation of grievances and recommendations for their resolution
- Coordinates with Labor Relations team, union representatives and local management on the scheduling of 3rd Step and other meetings with the Unions that represent Company employees
- Assists Labor Relations Director and Managers and inside/outside counsel in the grievance process and the arbitration of otherwise unresolved grievances
- Assists Labor Relations Director and Managers in addressing union organizing activities at the Company's non-union worksites
- Primarily responsible for administrative processing of grievances related to disciplinary action, contractual disputes, insurance issues, and other types of grievances
- Primary point of contact for labor/management administrative matters with local & international union, facility management, arbitrators and other

## Qualifications for labor relations representative

- Proven knowledge of human resources practices in a large and highly complex organization
- Demonstrates strong skills necessary to bargain and represent the university's interests effectively
- In-depth knowledge of organization policies and procedures
- Strong writing, speaking, and group presentation skills in order to present information in a clear and concise manner to multiple levels in the organization
- Excellent software skills using MS Word, Excel, PowerPoint, Access and Publishing
- Expert ability to independently research, analyze, plan, develop, monitor and manage projects from inception to completion