

Employee Relations Manager Job Description

Our growing company is looking for an employee relations manager. 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 employee relations manager

- Investigates employee action line calls in a timely manner with assistance from appropriate internal experts
- Implementing, coordinating and/or administrating HR programs, policies and procedures
- Apply knowledge of ADA and reasonable accommodation process to support and guide managers with employee discussions
- Respond to inquiries regarding HR plans, programs, policies and procedures in accordance with Company policy
- Educate managers and employees on HR policies, plans, programs, practices, processes, and tools
- Attend Legal Quarterly reviews
- Partner with clients to increase employee engagement
- Partner with managers for 100% compliance with engagement survey action plans
- Provide consultative input to Managers/Directors in support of the HR Function
- Assists with the administration of the company's affirmative action program and other regulatory filings, , FCC, OFCCP

Qualifications for employee relations manager

- Three (3) years of experience in Human Resources preferred and experience with team member relations required
- Extensive knowledge in team member relations, culture, and communications
- Engagement, mentoring and advocacy skills a must!
- Available to work flexible hours (nights and weekends) occasionally
- Strong knowledge of employment laws and practices
- Develop and maintain reporting processes to assure the HR business partner functions understand individual employee actions trends