
Employee Relations Officer Resume

Job Objective

To secure an Employee Relations Officer position to help contribute to the growth of the organization and help increase cliental.

Highlights of Qualifications:

- Excellent knowledge of employee relations management
 - Solid knowledge of legal and regulatory aspects of human resource management
 - Exceptional interpersonal and negotiation skills
 - Ability to resolve employee relations' issues
 - Ability to interact efficiently with all levels
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Professional Experience:

Employee Relations Officer
PFCCB Administration, Inc., Fort Washington, PA
August 2005 – Present

- Compiled and implemented various employee communication modes and committees to enable efficient information flow.
- Established and coordinated the management of the reward and recognition system.
- Coordinated with Human Resources Manager to ensure an efficient flow of information within the department
- Coordinated with internal and external suppliers to improve employee facilities as part of employee facilities management.
- Produced an Employee Activity Schedule for sporting events.
- Scheduled monthly shopping outings and tourism visits for employees

Employee Relations Officer
Genentech, Fort Washington, PA
May 2000 – July 2005

- Designed new policies for enhancing employee relations within the organization
 - Established and maintained good relationships between employers and employees.
 - Assisted line managers to implement company policies pertaining to employee relations
 - Negotiated with trade unions on issues pertaining to pay and working conditions.
 - Provided accurate advice on issues arising from employment contracts and legislation.
 - Established grievance handling and disciplinary proceedings in line with company policy and state laws.
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Education:

Bachelor's Degree in Human Resource
Central Washington University, Ellensburg, WA

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