

NetJets Inc.
Job Description
Labor & Employee Relations Manager

SUMMARY

The Labor & Employee Relations Manager is responsible for developing and building strong relationships with designated operating partners and employees. The ER Manager will act as primary liaison and point of contact between the designated business unit and the Labor & Employee Relations Department, and will support the business unit with respect to the following:

- Collective bargaining agreement negotiation and administration
- Development and administration of policies and procedures
- Employee performance management and discipline
- Development and implementation of other strategic employee relations initiatives
- Other projects as assigned by management

The Manager also will support the objectives of other Employee Services teams, such as Compensation & Benefits, Talent Acquisition, and the Finance Department.

KEY ROLES AND RESPONSIBILITIES

- Collective Bargaining Agreement administration, interpretation, application, and negotiation
- Manage individual employee relations cases, from incident report through final disposition. The incumbent will be responsible to ensure that all cases are properly documented and will be responsible for issuing complete reports and recommendations to senior management.
- Proactively work to address employee relations issues through strategic management interaction.
- Consulting with respect to policy development, implementation and application including project support (e.g. performance management, policy manual, career progression programs, training and development initiatives, etc...)

ESSENTIAL QUALIFICATIONS

Bachelor's Degree

Course of Study/Major: Business, Human Resources, and/or a related field of study

Related Work Experience: 6-8 years

- 6-8 years experience in Human Resources with an emphasis on customer service.
- Experience with all varieties of HR issues with a tactical, hands-on approach.
- Labor relations experience with a union workforce and collective bargaining agreement

- Able to effectively work with business partners and provide expertise with HR issues.
- Able to operate independently, understanding when to escalate issues.
- Must carry a company provided cell phone in the "on" position for emergency contact purposes.

DESIRABLE QUALIFICATIONS

Master's Degree

Course of Study/Major: Business/Human Resources

Type of Credentials/Licenses: SHRM Certification. PHR/SPHR preferred

Work Experience: 8-10 years

- 8-10 years experience in Human Resources with an emphasis on customer service.
- Experience with HR issues with both a strategic and a tactical, hands-on approach.
- Extensive knowledge of federal, state and local employment laws.
- SHRM Certification, PHR/SPHR.
- Able to effectively provide expertise with HR issues at all levels of the organization.