

JOB TITLE: Employee Relations Specialist
LOCATION: Geisinger CenterPoint - Pittston, PA
DEPARTMENT: Human Resources
WORK SCHEDULE: Days
WORK TYPE: Full Time (1.0 FTE)

For more information please contact dagallagher@geisinger.edu or apply at www.geisinger.org/careers Job ID # 66857.

JOB SUMMARY:

Supports the Strategic HR Partner as the Employee Relations Center of Excellence subject matter expert across the enterprise. Responsible for driving HR excellence across respective service lines in all areas related to employee relations. Partners with other HR Centers of Excellence to promote and drive HR initiatives.

COMPETENCIES AND SKILLS:

- Knowledge of local, state, and federal employment law and regulations
- Excellent listening, oral and written communication and presentation skills
- High level of interpersonal skills to handle sensitive and confidential situations
- Ability to interact effectively and comfortably with various levels of leadership throughout the enterprise
- Strong customer service orientation with attention to detail
- Ability to develop alternative solutions in problem solving

EDUCATION:

Bachelor's Degree in related field of study - Required

EXPERIENCE/OTHER QUALIFICATION:

Minimum of 3 years Related work experience - Required

PHR/SPHR or SHRM-CP/SHRM-SCP certification - Preferred

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is typically performed in an office environment. Travel may be required. Accountable for satisfying all job specific obligations and complying with all organization policies and procedures. The specific statements in this profile are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job.