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Job Description - Administration Manager of Industrial Relations

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14 December 1960

Department - Administration

Title - Manager of Industrial Relations

Basic Function:

General Supervision of all industrial relations activities of the Company. Development and recommendation of policies, plans, programs and procedures for the maximum effective use of the human resources of the Company.

The functions of this position are of a staff nature, to advise, assist, and serve. It does not exercise line authority over other departments. Authoritative action will be taken through the usual line channels only.

Duties & Responsibilities:

1. Assist the President, chief executives, managers and supervisors in the development of objectives, plans, policies, procedures and practices:
 - (a) For the maintenance, encouragement, rewarding, and growth of the human resources of the Company.
 - (b) For the effective organization of these human resources.
 - (c) For the effective organization of work which gets accomplished by these human resources.
 - (d) For the creation and use of ideas which will improve the performance and aspiration level of individuals in the Company.
2. Responsible for continuing study, analysis, evaluation and recommendations for all areas of the Company's personnel program. These include at all levels:

Organization analysis and development
Recruitment, selection, and placement
Wage and salary administration
Labor relations, policies and procedures
Communications
Training and education
Benefit Programs
Safety and Medical program
Job evaluation
Performance appraisal
Community relations

3. As Assistant Treasurer, sign checks. As Clerk, keep minutes of Board meetings and sign and seal official documents.

Organizational Relationship:

The Industrial Relations Manager is responsible to the President for performance of these duties.

The following positions are responsible to the Industrial Relations Manager for performance of assigned duties:

Industrial Relations Assistant
Employment Manager
Company doctor
Company nurse
Editor

The Industrial Relations Manager must maintain close working relationships with all Company officials and department heads.