

LABOR RELATIONS AND EMPLOYMENT COUNSEL

MATHESON TRI-GAS, INC. – WARREN, NJ

Job Summary:

The Labor Relations and Employment Counsel will work closely with and report directly to the Senior VP of HR and manage and represent the Company in all matters related to labor relations including, among other things, negotiating all collective bargaining agreements (including new agreements and renewals), settling grievances, investigations and all other matters regarding unionized employees. In addition, the position will provide day-to-day general specialist support in a very wide variety of employment compliance and HR-related matters.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

Labor Relations:

- Handles all labor relations matters related to unionized employees and collective bargaining agreements; refers complex matters to Senior VP of HR.
- Serves as the initial contact and liaison for intake, assessment and investigation of labor relations complaints including grievances, arbitrations and unfair labor practice charges from the NLRB and/or individual unions.
- Collects information and data to assess cost and policy implications of negotiations and disputes. This may include management of union proposals, pay scales and wages, benefits, working conditions, and other mitigating circumstances.
- Maintains knowledge and understanding of laws and regulations related to collective bargaining, unions, labor relations, and human resources.
- Delivers periodic training regarding labor relations.

Employment Compliance:

- Provide day-to-day advice and support on a broad range of employment issues including: recruiting and hiring; wage and hour; HR practices; performance management; ADA/FMLA/FLSA; employment agreements and noncompetes; review of HR-related provisions in commercial agreements; interactive process; privacy; employment matters related to mergers and acquisitions; reporting on compliance matters as required by General Counsel.
- Prepare severance agreements.
- EEOC/DOL reporting.
- Assist in the development, review and revision of employment policies.
- Periodic support of the HR-related legal needs of the company's international affiliates including in Peru and India.

- Support HR compliance functions in audits and internal investigations.
- Manage all employee litigation in conjunction with outside counsel (where appropriate) and in coordination with the company's insurers.
- Provide general HR training to operational management teams on employment related matters as needed and in conjunction with Training & Development Team.

Other Details:

- ***This position provides a unique opportunity for a motivated attorney to step into a growing HR team and be a part of the succession plan with advancement opportunities on the near horizon. Likewise, this position will allow the candidate to learn about all other aspects of the management of an HR team from payroll to benefits to learning & development.***
- This position reports directly to the Senior VP of HR (an experienced corporate attorney with 20+ years of experience).
- This position will be located in Warren, NJ. Only local candidates will be considered. This is not a remote position.
- Some domestic travel required.
- Performs other duties as assigned.
- Directs and works with outside counsel and consultants.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation and conflict resolution skills.
- Excellent time management skills with the proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Thorough understanding of laws, regulations, and guidelines related to HR, labor relations and contract negotiations.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in Human Resources, Labor Relations, Business or related field required.
- At least five (5) years of professional experience focused on all aspects of labor relations gained at either a law firm, consulting firm or corporate legal or human resources department required.
- Law degree from an ABA accredited school and an active license (in good standing) allowing for the practice of law in the State of New Jersey.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to fifteen (15) pounds at times.