

Human Resources Administrator

Job Title: Human Resources Administrator

Company: Google Inc.

Location: 1600 Amphitheatre Parkway, Mountain View, CA 94043

Job Type: Full-time

About Us:

Google is a global technology leader focused on improving the ways people connect with information. Our mission is to organize the world's information and make it universally accessible and useful. Join us in shaping the future of technology and innovation.

Job Description:

As a Human Resources Administrator at Google, you will be an integral part of our People Operations team, contributing to the development and maintenance of a positive and inclusive work culture. This position offers an exciting opportunity for an experienced HR professional to work in a dynamic and innovative environment.

Responsibilities:

- 1. Recruitment and Onboarding:**
 - Participate in the recruitment process, collaborating with hiring managers and conducting interviews.
 - Facilitate new employee onboarding processes and ensure a seamless integration into the organization.
- 2. Employee Relations:**
 - Address employee inquiries and provide guidance on HR policies and procedures.
 - Proactively manage and resolve employee relations matters, fostering a positive and inclusive workplace.
- 3. HR Administration:**
 - Maintain accurate employee records in our HRIS system.
 - Generate and analyze HR metrics reports to inform decision-making processes.
- 4. Training and Development:**
 - Contribute to the design and implementation of employee training and development programs.
 - Identify opportunities for skills development and collaborate with teams to address training needs.
- 5. Benefits Administration:**

- Support the administration of employee benefits programs, ensuring compliance and employee understanding.
- Act as a point of contact for benefits-related inquiries.
- 6. **Compliance:**
 - Stay informed about changes in employment laws and regulations.
 - Ensure HR practices align with legal requirements and industry best practices.
- 7. **Employee Engagement:**
 - Contribute to initiatives that enhance employee engagement and promote a positive workplace culture.
 - Assist in the planning and execution of employee events and activities.

Qualifications:

1. Bachelor's degree in Human Resources, Business Administration, or a related field.
2. 3+ years of experience in human resources roles, including administrator responsibilities.
3. In-depth knowledge of HR policies, procedures, and employment laws.
4. Exceptional interpersonal and communication skills.
5. Proven ability to maintain confidentiality and handle sensitive information.
6. Detail-oriented with strong organizational and multitasking abilities.
7. Proficiency in HRIS and Microsoft Office Suite.