
Great Place to Work® Institute is a research and management consultancy based in the US that has been identifying and researching great workplaces around the world for 25 years. Every year since 1998, we have produced the list of Fortune’s “100 Best Companies to Work for”® that appears in one of the magazine’s best selling annual issues. Based on learning from our work with best companies, Great Place to Work® Institute also provides consulting services that help companies to measure, benchmark, and positively impact employees’ experiences in their organization. In the San Francisco location, we are searching for an HR Professional that can help to develop and support our people to care for our business and community.

Position Summary

The HR/Employee Experience Manager will be responsible for managing the Institute’s approach to people in order to create and sustain an internal great workplace. The ideal candidate will be able to quickly acquire a deep understanding of Great Place to Work® Institute’s internal structure to ensure that our processes and procedures keep us a great place to work. Keep a pulse on Great Place to Work® Institute’s operations and staff, and ensure that Great Place to Work® is an efficient, well-organized, safe and fun workplace.

Areas of Responsibilities

- Employee Advocacy
- People Management
- Management of Salary, Payroll & Benefits
- Liaison between People Managers & Team Members
- Recruiting & Hiring
- Training & Development
- Knowledge Management
- Management of Professional Development Process
- Management of Performance Review Process
- Recognition
- Staff Communications
- Career and Succession Planning
- Employee Policies & Procedures
- Facilities Oversight
- Align people related activities towards creating a great place to work
- Act as an employee ombudsman
- Design and implement systems to promote and facilitate employee development
- Advises the Management Team on how to continually improve the employee experience
- Designs and implements processes to create a high performance culture.
- Encourage and support collaboration, build an environment of trust, learning, recognition and performance excellence
- Oversee Office Manager & Business Support Coordinator activities to ensure alignment with great workplace efforts.

Experience Requirements

- 7-10 years practical experience in human resources and/or office management in a fast paced environment
- Knowledge of employment laws
- Bachelor's degree required, PHR/SPHR Certification beneficial
- Responsive and extremely strong customer service approach to employee needs
- Passionate about teamwork, communication and an optimistic outlook
- Strong problem solving, facilitation, organization and time management skills
- Common sense and sensitivity with regards to mediation and counsel
- Knowledge of MS Office Professional is required, IT experience a plus
- Outstanding references

Great Place to Work® Institute, Inc. is an Equal Opportunity Employer

Application/ Contact Information

If interested, please send your cover letter with salary requirements and resume as a Word attachment to jobs@greatplacetowork.com.

The preceding functions may not be comprehensive in scope regarding work performed by an employee assigned to this position classification. Management reserves the right to add, modify, change or rescind the work assignments of this position. Management also reserves the right to make reasonable accommodations so that a qualified employee(s) can perform the essential functions of the position.