

Global Mobility Coordinator

Company:

KLA-Tencor Corporation is the world's leading supplier of process control and yield management solutions for the semiconductor and related microelectronics industries. Ranked among the world's top ten semiconductor equipment manufacturers, KLA-Tencor offers a broad spectrum of products and services that are used by every major semiconductor manufacturer in the world. KLA-Tencor was formed on May 1, 1997, by the merger of KLA Instruments and Tencor Instruments, both founded in 1976. KLA-Tencor is a publicly traded company listed on the NASDAQ stock exchange (KLAC).

Location: Milpitas, CA

Hours: 9am to 6pm

Duties:

Working in the Global Talent Acquisition group, the HR Global Mobility Coordinator will assist with day-to-day immigration and relocation activities and specific special projects supporting the company's need to hire and maintain foreign national talent.

Primary Functions and Responsibilities include:

- Supporting the company's green card program recruitment requirements
- Responding to inquiries from employees and managers regarding immigration and relocation activities
- Filing immigration and relocation documentation and maintain HRIS data entry for non-immigrants
- Maintaining public access files and legally required posting notices
- Initiating Immigration and Relocation cases utilizing vendor's online system
- Reviewing and updating I-9s

Requirements:

1. Bachelor's degree in Human Resources or equivalent.

Preferred Skills:

1. Prior experience with relocation and or immigration preferred.
2. Great communication, planning, organizational, and analytical skills, along with a high degree of detail orientation.
3. Individual must enjoy working in a dynamic, fast pace environment.

Submit your resume to: steve.mendez@kla-tencor.com