Human Resources Director

Job Description

Daikin is committed to good corporate citizenship, providing new employment opportunities at our various sites. The company also makes every effort to contribute materially to the well-being of all aspects of the communities in which we work and live.

Summary / Objective:
• The Human Resources Director administers and directs policies and programs related to all phases of HR for Daikin America’s Orangeburg and Decatur facilities. Integral to this position is developing and maintaining an employee relations climate that creates a stable and productive workforce, including managing and coordinating employment, compensation and benefit service, recruitment and retention, and training and development. Coordination and communication with the HR function at the Osaka, Japan headquarters are also important parts of this job.

Qualifications:
• Minimum of a Bachelor’s degree or equivalent; advanced education or training a plus. Minimum 10 years’ experience in Human Resources and minimum of 5 years’ experience in a Human Resources Manager role.

Typical Duties:

   Employee Relations/Recruitment/Retention
• Provide leadership in the establishment, and maintain employee relations that will assist in attracting and retaining a desirable and productive workforce.
• Recruit exempt and non-exempt applicants to meet staffing requirements, working closely with the respective department leaders.
• Plan, implement, and maintain orientation programs for new employees.
• Direct various activities designed to achieve and maintain high levels of employee morale.
• Attentive to employee concerns and provides feedback on employee morale to management, indicating suggested corrective actions to resolve concerns.
• Manage all disciplinary matters, including administration of performance plans and terminations.
• Participate in activities of various professional organizations for the purpose of exchanging information, and keeping current on the latest professional developments relating to employee relations.

   Performance Management and Compensation
• Manage and participates in the preparation of position descriptions, evaluating positions to determine salary grades.
• Oversee the performance review and succession planning process.

   Corporate
• Interpret and apply the established corporate and division personnel policies, providing functional leadership for the HR department corporate-wide.
• Provide council and support to the Executive Management team on various issues.
• Direct the preparation and maintenance of reports necessary to carry out functions of the department.
• Provide and serve as the necessary liaison between the location employees and the location management.
• Maintain training records in accordance with ISO 9002 guidelines.
• Represent the company at all unemployment compensation claims hearings and appeals.

**Benefits**

• Participate as a member of the DAI Benefits Committee to set company compensation and benefits policy.
• Negotiate benefits contracts providing the best possible benefits for the employees at the most reasonable cost for the company.
• Complete all required audits and government reporting (5500s, 401(k) audit, etc.)

**Supervisory Responsibilities**

• Administrate company-wide benefit & compensation plans, including but not limited to processing required paperwork for various transactions (bi-weekly payroll, insurance enrollments/changes, COBRA administration, 401(k) activity, pension applications) and assisting employees with questions and/or problems.
• Administer all phases of employee group life insurance, comprehensive medical insurance, dental plan, short-term and long-term disability plans, and educational assistance plan.
• Additional assignments as deemed necessary by upper management.

Daikin is a company of talented and creative people who enjoy opportunity and professional growth, while benefitting from our excellent compensation and benefit structure designed to reward performance. Benefits include health and medical insurance (including dental and vision), paid vacation and holidays, retirement plan, and bonus eligibility.

Daikin America, Inc. is an equal opportunity employer and does not discriminate unlawfully on the basis of race, color, religion, sex, national origin, alien status, age, military service, veterans’ status, disability, sexual orientation, marital status, predisposing genetic characteristics, domestic violence victim status, lawful protected off-duty activity, protected whistle blowing status, protected family leave, employee benefit plan participation, or any other characteristic, activity, benefit, or complaint protected by applicable federal or state law, and hiring, compensation, promotion, transfer, termination, or any other terms or conditions of employment.

Job Type: Full-time