



HR Recruiter

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 HR Recruiter is responsible for managing the full-cycle recruitment process for technical, engineering, and leadership positions within Daikin America, Inc. (DAI). This role partners closely with hiring managers to identify staffing needs, develop sourcing strategies, evaluate candidates, and ensure timely and successful placement of qualified professionals. The recruiter will focus on roles such as process engineers, R&D, Chemists, Technical Sales, and other specialized positions critical to chemical manufacturing and innovation. The Recruiter will support various programs and practices; including elements of the employee lifecycle, employee relations, and project management. Should be a visionary with progressive ideas to fully support unique HR projects and initiatives. Demonstrate the company's core values of respect, honesty, integrity, diversity, inclusion, and safety.

Qualifications:

- Bachelor's degree (Human Resources or Business preferred) and at least 3 years of full-cycle chemical manufacturing recruitment experience OR at least 5 years of full-cycle chemical manufacturing recruitment experience required.
- Proficient HRMS system experience required, Cloud-based, such as UKG preferred.
- Demonstrated proficiency in MS Office Suite required.
- Advanced proficiency in MS Excel strongly preferred.
- Current PHR or HR-related certification strongly preferred.
- 3 years of experience required in at least two of the following areas: Recruitment, Benefits, Training & Development, or Employee Relations.
- Experience with MS collaborative platforms, such as SharePoint and MS Teams, preferred.
- Must be in current position minimum of 6 months.

Competencies:

- Human Resource Knowledge
- Commitment to Ongoing HR Learning
- Communication
- Analytical & Critical Thinking Skills
- Ethical Approach for Human Resources
- Promotes Company Values and Philosophy
- Relationship-Building
- Leadership

Physical Demands:

- Capable of lifting 20 lbs.
- Ability to bend over, kneel, squat, stoop, twist and climb stairs.
- Capable of driving to business activities and for overnight travel up to 10-20% per month.
- Ability to work a full shift, overtime, and on-call responsibilities, including full weekends.

Essential Functions:

- Prompt, regular, and dependable attendance.
- Manage the end-to-end recruitment process, including requisition intake, job description development, sourcing, screening, interviewing, selection, offer negotiation, and onboarding coordination.
- Partner with hiring managers to define role requirements, competencies, and success criteria.
- Develop and execute targeted sourcing strategies using job boards, LinkedIn Recruiter, Boolean search, professional associations (e.g., AIChE, ACS), and industry-specific networks.
- Screen candidates for technical qualifications, industry experience, and cultural alignment.
- Coordinate interview scheduling, prepare interview panels, and gather structured feedback.
- Maintain accurate candidate records per tracking process and ensure compliance with all hiring policies and employment laws.
- Track and report recruitment metrics (time-to-fill, source effectiveness, candidate pipeline health) to improve hiring efficiency.
- Build and maintain a talent pipeline for critical and hard-to-fill roles.
- Represent the company at career fairs, industry events, and networking functions.
- HRIS - support the maintenance of human resource records and employee files ensuring completion and accuracy of details such as employee contact information, job classification, pay rates, organizational structure, and other key details.
- Assists with preparation of plans, policies, documents, and reports in respective area of responsibility.
- Coaches' end-users on use of online HR technology and self service.
- Follow up with internal and external customers on requests that require research and ensures resolution/closure for each request.
- Use in-depth human resources knowledge to assist HR and Management in interpreting and consistently applying policies, programs, and processes.
- Explains HR policies, procedures, laws, and standards to new and existing employees.
- Developing and Conducting training sessions.
- Gather, consolidate, and draft information for internal and external correspondence, presentations, and reports (standard and custom) with precision, accuracy, and a keen eye for detail.
- Perform data analysis and provide recommendations to the HR team.
- Serve on project teams, which may include leading teams, leading meetings, spearheading initiatives, and representing HR on cross-functional teams.
- Draft personnel announcements and coordinate communication plans.
- Serves as an employee relations specialist, providing professional, courteous, and continued support to all team members on a timely basis. Available to interact with employees across all shifts.
- Works closely with leadership and employees to improve employee relations, finding innovation solutions to build engagement and morale, therefore increasing retention.
- Manages and resolves complex employee relations issues.
- Conducts initial interviews and gathers information for employee relations matters such as harassment allegations, work complaints, or other concerns; informs appropriate HR staff when additional investigation is required.
- Perform periodic audits of HR files, records, and processes to ensure that all required are managed according to procedure.
- Manage employee lifecycle data and record retention for the department, as applicable.
- Respond or redirect internal and external human resources related inquiries or requests to the appropriate department contact.
- Establish and maintain a positive working relationship with internal customers to promote quality customer service.

- Maintain a reporting strategy for the HR department; ensuring that reports are accurate and constructed consistently.
- Assist in the review, testing and implementation of HRIS system upgrades or patches.
- Leads and/or supports the planning and execution of special events such as open enrollment, organization wide meetings, employee recognition events, wellness, and holiday parties.
- Additional assignments as deemed necessary by management.

Position: Exempt – Resume Required for Qualified Candidates

This posting will expire internally on August 31, 2026

Daikin America, Inc., the world's foremost developer and manufacturer of fluorochemical products, has exceptional opportunities for dynamic, team-oriented individuals who share our values and beliefs in Safety, Environment, and Quality. Daikin America's excellent compensation and benefit structure provides 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.

Job Type: Full-time