Safety and Security Administrator

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 Safety & Security Administrator is responsible for assisting other DAI team members to make efficient and accurate use of safety regulations, standards, and best practices along with safety management systems and electronic solutions to achieve best-in-class safety and security performance. This team member will support multiple programs and initiatives to help the team and will especially help maintain compliance with government regulations. A main focus will be leveraging administrative and electronic systems to help achieve safety and security excellence.

Qualifications:
- A High School diploma is required.
- At least 1 year of experience with safety and security administrative systems is strongly desired.
- Proficiency with these tools is strongly preferred:
  - MS Excel™, Word™, PowerPoint™, & Database software (e.g., Microsoft Access™)
  - Enterprise management software such as SAP™ or other (e.g. for processing purchase requisitions.)
  - Website development software such as Hubley (Microsoft™) or other.
  - Apps for electronic devices (e.g., group texting apps,Gensuite/Benchmark™app, etc.)
  - File-sharing software such as SharePoint™.
  - Remote meeting software such as Teams™ or Zoom™.
  - Computer-based training software.
- Desired, but can be learned on the job,is a proficiency with administrative requirements of OSHA recordkeeping including OSHA 300 forms.
- Must be in current position minimum of 6 months.

Competencies:
- Performance will be expected and evaluated in the following competencies:
  - Focus on the Customer (including other Daikin team members in the organization.)
  - Initiative and Continuous Improvement
  - Job Knowledge and Job Quality
  - Leadership
  - Reliability
  - Responsible Care" regarding Safety, Health, the Environment, and Security

Physical Demands:
- Capable of lifting 20 lbs.
- Able to walk at least one mile without the aid of any devices.
- Ability to bend over, kneel, squat, stoop, twist, and climb stairs.
- Ability to work up to 12 hours per day and to occasionally work nights and weekends when required.
- Able to be medically qualified to wear tight-fitting respirators per OSHA requirements.

Essential Functions:

- Prompt, regular, and dependable attendance with a positive attitude.
- Provide strong administrative support for the safety team and for all DAI team members.
- Administrate safety systems including Safety Data Sheets, computer-based training, action item tracking including audit findings, incident investigation tracking, occupational medicine administration, emergency response administration, etc.
- Administrate DAI's Safety & Health Management Systems (SHMS).
- Help stay up to date on state and federal regulations concerning safety and security.
- Help stay up to date on technologies that enhance and improve safety and security.
- Explain safety and security procedures and policies to team members.
- Work with others on cross-functional teams to implement improvements.
- Help achieve clear safety and security communications with the entire organization.
- Perform periodic audits to ensure that safety and security requirements are met.
- Coordinate onboarding and offboarding as it pertains to safety and security.
- Schedule medical appointments for team members for Industrial Hygiene compliance.
- Train team members on safety and security topics after gaining expertise.
- Occasional event planning for events such as DAI's annual Safety Memorial Day. Help facilitate logistics for meetings and celebrations. Occasionally order meals for business meetings.
- Work with our business software to enter Purchase Orders and to track invoices and spending.
- Ensure that department record retention is in accordance with policy.
- Administrate DAI's program for providing safety shoes and prescription safety glasses.
- Issue employee identification badges and maintain compliance with the "Personnel Surety" requirements from the Department of Homeland Security.
- Administrate courses and documents on DAI's computer-based training platform.
- Maintain and improve the internal web page for the Safety Department (e.g., hubley™).
- Additional assignments as assigned by management.

Position: **Non-Exempt – Resume Required for Consideration**

This posting will expire internally on May 21, 2026.

Daikin America, Inc., the world's foremost developer and manufacturer of fluorochemical products, has exceptional opportunities for dynamic, collaborative 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