



Our Precision, Your Advantage

JOB POSTING

This document is used to provide a basic description of essential duties and other work elements.

Job Title: Human Resources Assistant Manager

KYB Americas Corporation, a subsidiary of one of the world's largest manufacturers of shocks, struts and hydraulic components, and a global leader in ride control technology for both OEM and Auto Care (Aftermarket) industries, is growing and we're seeking a Human Resources Assistant Manager to join our team!

If you are interested in a growing, fast-paced, collaborative company with lots of opportunity, KYB Americas Corporation is the place for you!

Purpose of Position/Summary:

The purpose of the Human Resources Assistant Manager is to work under the direction of the Senior Human Resources & General Affairs Manager and provide support and direction with all related HR matters at a professional level, to ensure the department aligns with the overall company business plan. This position carries out responsibilities in the following, but not limited to, functional areas: assists with the management of the Human Resources Department staff and direct the duties of staff in the absence of the Senior Human Resources & General Affairs Manager; various statistical data reports; formulates various HR strategies to align with company business plan; and controls HR fixed costs to derive maximum benefits from current resources. This position will complete work in many areas of Human Resources as directed by the Senior Human Resources & General Affairs Manager and is an integral part of the management of the HR Department.

Essential Duties/Responsibilities:

- Provides day-to-day guidance and directives to HR staff at the direction and request of the Senior Human Resources & General Affairs Manager;
- Administers various human resource plans and procedures for company management; assists in the development and implementation of personnel policies and procedures;
- Participates in developing departmental goals, objectives and improvements initiatives;
- Develops and maintains EEO files and reports annually (September), maintaining other records and reports to conform to EEO regulations;
- Completes various reporting audits as requested, such as Worker's Compensation audits;
- Understands the long and short term strategy and department dynamics for the Human Resources Department;
- Identifies the critical success factors, from an HR perspective, and formulates strategy to ensure success;
- Special projects and ad-hoc reports as assigned;
- Sets HR standards through benchmarking/best practices;
- Partners with department Directors to facilitate high productivity achievement;
- Ensures systems and processes support company business plan;
- Facilitates the development of appropriate organization structures with clearly defined roles and responsibilities and manpower requirements, including but not limited to, developing position job descriptions;
- Tracks staff movement, attrition and vacancies and works with Recruiter to ensure vacancies are filled using the most effective and cost efficient method and sources;
- Assists the Senior HR & General Affairs Manager with the formulation of policies;
- Monitors various employee relations counseling's, meetings and exit interviews;
- Participates in administrative staff meetings and attends other related meetings to include, but not limited to company-wide communications such as assistance with preparing for the All Associates' monthly meetings;
- Maintains human resource information system records (ADP) and compiles reports from the database;
- Train, supervise, and evaluate department staff at the direction of the Senior Human Resources & General Affairs Manager;
- Other duties as assigned.

Job Requirements:

The Assistant Manager of Human Resources position requires a Bachelor's degree with three to five years human resource experience, or master's degree in human resource management with two years experience in the HR field, or five years experience in HR management. A maximum of 4 years related working experience may be substituted for education requirement. PHR or SPHR preferred, but not required. This position must be well organized and self-motivated with good decision making skills and strong project management skills. This position must have superior communication (written as well as spoken) and relationship building skills, robust business knowledge, and the ability to work in a fast paced, constantly changing environment where expectations are very high. This position must be a capable team player who is able to liaise with associates within the company at all levels. This position must be easy going and approachable; flexible, adaptable and open to change. This position must have the ability to work on own initiatives while meeting departmental goals and assignments. This position requires the ability to multitask and prioritize key tasks/goals. This position will also be expected to travel both domestically and international as requested.

ABOUT US:

KYB Corporation produces a variety of ride control, hydraulic, and electronic products for use as original equipment and replacement parts in automobiles, motorcycles, trucks, specialty vehicles, buses, aircraft, railroad cars, industrial applications, agricultural applications, and civil engineering projects. Our global headquarters are located in Tokyo, Japan, and we have facilities in Asia, the United States, Central and South Americas, and Europe.

KYB Americas Corporation, headquartered in Franklin, IN, is a producer of shocks and struts for several Japanese OEM's, such as Toyota, Honda, Nissan, Subaru and Mitsubishi, as well as, producing product for the Aftermarket business.

Website: <http://www.kyb.com>

Company Size: 501-1000 employees

*****NO AGENCIES PLEASE*****

KYB Americas Corporation is an Equal Opportunity Employer