

Position Specification

Director, Human Resources & Administration

The Company

The Company is a United States subsidiary of a foreign multinational parent company and a global manufacturer of components used in automotive, residential and commercial applications.

The Position

Location

DFW Metro area, Texas

Reporting Relationships

The Director, Human Resources & Administration will report directly to the President and work closely with the Senior Vice President of Finance. This position will be responsible for the day-to-day administration and human resources activities in accordance with company objectives and policy.

Skills & Areas of Responsibility

- Human Resources – Oversee and administer employment policies, including recruiting, continuous improvement of personnel system, work rules (i.e. Personnel Evaluation, Personnel Education, Compensation Structure, Personnel Management), health insurance and related insurance programs, and 401k, profit sharing or other incentive plans.
- General Affairs – Including supporting sales and engineering and working with legal counsel on legal matters such as:
 - Immigration and visa matters;
 - Contract review for contracts with customers and suppliers, including non-disclosure agreements, sales contracts, protection of intellectual property, purchase order terms and conditions, product development agreements, and warranty policies;
 - Protection of the Company's intellectual property, patents, trade secrets, manufacturing know-how and confidential information, and being aware of how seemingly routine contract provisions can jeopardize that;
 - Credit concerns regarding certain customers;
 - Bankruptcy of customers or suppliers;
 - Litigation;
 - Customs and Border Patrol audits and compliance matters;
 - Legal aspects of employment decisions (hiring, termination, reductions in force);
 - Legal compliance of employment policies and benefit plans;
 - Supporting the sales office in another state;

- Reviewing the insurance policies protecting the Company including worker's compensation, commercial general liability policies, umbrella policies and supporting safety and sanitation programs and supporting and coordinating with other teams in plant improvements and construction.
- Information Systems – Including supporting communications within the Company, as well as with its parent company and affiliates in other companies.
- Financial Statements and Accounting - Supporting the Senior Vice President of Finance for internal communications and analysis and overseeing and monitoring compliance with Company's agreements with Customs and Border Patrol, including the quarterly reconciliation of transfer pricing.

The Candidate

Education

Bachelor's degree in Human Resource Management, Business Administration, Finance, or Accounting is strongly preferred.

Qualifications and Attributes

- Highly developed attention to detail,
- Proficient understanding of accounting and HR Systems,
- A positive extrovert,
- A collaborative management style,
- Ability to work with a variety of cultures and groups that have English as a second language,
- Ability to deal with all levels of the organization in a consistent and fair manner,
- Ability to deal with negativity and motivate in a positive manner,
- Ability to work in a dotted line relationship with the local executive leadership and the overseas parent company.

To learn more about this opportunity or provide a confidential referral, please contact:

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Please use this reference code in the subject line of your response:

Reference Code: 449-04_Director_HR_PPI

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