



**Human Resources Manager** – Develops and administers various human resources plan and procedures for all company personnel. Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications. Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values. Works directly with department managers to assist them in carrying out their responsibilities on personnel matters. Develops and maintains a human resource information system that meets the organization's personnel information needs. Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems. Implements and annually updates the compensation program; rewrites job descriptions as necessary; analyzes compensation; monitors the performance evaluation program and revises as necessary. Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies. Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee orientations; employee relations counseling; conducts exit interviews. Participates in management meetings and attends other meetings. Maintains organizational charts and employee directory. Ensures compliance with all federal, state and local employment laws. Consults with legal counsel as appropriate, or as directed by the President/VP, on personnel matters. Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives. Manages and coordinates the transfer of employees from parent company to the U.S. including processing of documents for visa applications and tax treaty documents, calculation and processing of expat compensation based on home country compensation base pay, transferee benefits and US salary and US benefits.

**Requirements** – Bachelors or foreign degree equivalent in any field and one year experience in the job offered or one year of experience working for a global HR department and handling all expat assignment related activities. Special skills - 6 months of experience managing and coordinating the transfer or employees from parent company to U.S. including processing of documents for U.S. visa applications, tax treaty documents, and calculation and processing of expat compensation based on home country base pay, transferee benefits and overseas salary and benefits.

Work location: Hankyu Hanshin Express (USA) Inc., 1561 Beachey Place, Carson, CA 90746.

Apply by mail:

Mr. Nobuyuki Harasaki  
Hankyu Hanshin Express (USA) Inc.,  
1561 Beachey Place  
Carson, CA 90746