



American Airlines, Inc.

American Airlines, Inc., a global airline with service to over 330 cities in 54 countries worldwide and more than 6,700 daily flights, offers daily nonstop services between Hong Kong and US effective June 2014. American is also a founding member of the **oneworld®** Alliance.

We are seeking a very capable team member based in Tokyo.

JOB TITLE: Regional Manager HR, Pacific

LOCATION: Tokyo

Please send your resume in English to Pacific HR Dep. American Airlines by e-mail to Pacific.HR@aa.com.

Only applicants selected for an interview will be contacted. No telephone inquiries, please.

MAIN OBJECTIVES:

- **Overall responsibility to provide a comprehensive HR service to the local management team and employees based in the Pacific region. Part of the Europe & Asia/Pacific Human Resources Team and reports to the Director HR EUR & PAC in London.**

Key Responsibilities: (Including but not limited to)

- Overall responsibility for the following areas: Recruitment & Retention, Compensation & Benefits, Employee Relations, Development & Training, Annual Department Budget and Business Plan.
- Communicating with Labor Bureau, submitting all legally required documentation, including investigations.
- Maintaining a positive employee relations environment.
- Managing and developing the direct reports through coaching and counselling, Provides direction and support to HR Manager China and HR support Japan.
- Conducting meetings and maintaining open communication and consultation with employees.
- Engaging with managers at all levels and offering business solutions within the constraints of the relevant legislation and/or international policies and procedures
- Supporting the local management team regarding employee disciplinary, grievance, performance management and attendance issues.

- Keeping abreast of all legislative changes and identify and potential impact on internal policies and procedures and ensuring that the Company is compliant with local employment legislation.
- Managing the annual pay review process and conducting benchmark surveys to support the process for the Pacific countries.
- Researching and benchmarking market benefits data in preparation for health / life insurance and pension plan changes
- Planning, coordinating and implementing HR tools and measures, such as local performance appraisal process, proactive retention strategies and management selection processes.
- Liaising with attorneys for advice and to update legal regulations, HR guides, etc.
- Representing the company at court hearings and following-up with outside counsel.
- Implementing company-wide programs in country considering local regulations.
- Carrying out ad-hoc projects as required.
- Extensive travel within Pacific and Europe will be required

Core Competencies & Skills Required:

- Excellent oral and written communication skills in both English and local language
- Knowledge of AA HR policies and procedures
- Knowledge of local labor laws
- Prior people management, HR and negotiation experience preferred
- Must be able to explain complex issues/concepts clearly to managers/employees and able to obtain buy-in on ideas
- Ability to make sound decisions
- Ability to build and maintain positive relationships
- Must be able to travel regularly and work occasional irregular hours
- Position requires high flexibility and the ability to handle multiples priorities simultaneously
- Must be able to maintain sensitive information confidentially
- Strong administrative, organizational, PC and interpersonal skills required