

HR Operations Center Specialist (Data Management) - TM

あなたの仕事内容

- Interacts with HR Local department and employees via telephone, electronic mail, or other means to resolve open issues and provide assistance in the completion of standardized HR transactions;
- Maintains data in HR system;
- Maintains (electronic) personnel records;
- Prepares work contracts, contract addendums;
- Performs all work in accordance with established service standards;
- Explains work instructions to others, adapting guidelines to the assignments as necessary;
- Continuously monitors quality and quick resolution of performed tasks and ensures high quality of performance;
- Maintains a customer friendly focus when dealing within customer issues, complaints, problems, etc.;
- Ensures expert advice and processing of the allocated standard HR services;
- Ensures that service delivery complies with all legal, regulatory and compliance requirements.

あなたのプロフィール

- University degree;
- 3 - 5 years of experience in Personnel Administration;
- SAP and My Success expertise;
- Testing HR Applications expertise;
- Good knowledge of Romanian labour legislation;
- English - advanced level;
- Excellent Communication Skills;
- Quality orientation;
- Open, positive attitude.

オファー

Pay for Performance:

- Achievement Bonuses and Rewards;
- Relocation Bonus for non-Timisoara Residents;
- Recommendation Bonuses for new team members;
- Flexibility Program including flexible hours, mobile work and sabbaticals.

Wellbeing:

- Health & Wellness (Private Health Insurance, Life Insurance, Sport activities etc.);
- Different discounts (glasses, tires, medical, shopping);
- In-house restaurant & coffee corners.



ジョブID

REF51158Y

勤務地

ティミショアラ

リーダーシップレベル

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勤務に関する柔軟性

Hybrid Job

法的事項

**Continental Automotive Romania
SRL**

Life-Long Learning:

- Technical, Soft Skills & Leadership trainings;
- Dedicated Programs and Conferences;
- Free Language Courses (English, German, French etc);
- Access to e-learning platforms;
- Career development opportunities (local and international);
- Internal development communities (Experts, Agile Community of Practice, Artificial Intelligence etc).

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会社概要

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.