

# HR Associate

## 工作职责

Onsite Hours 5:00am-1:00pm (some flexibility but must provide Midnight Shift HR coverage)

- Assist in the coordination of all HR activities for the plant
- Ensure the achievement of HR targets according to internal and external customer expectations (e.g. high quality of processes, data management and tools)
- Participate in HR reviews and audits and implement required actions
- Balance responsibility appropriately as both a business and employee advocate
- Engage in continuous improvement activities by applying CBS methods and training measures (e.g. lean administration)
- Maintain appropriate records and assist in managing the account payable activities of the departments as well as related payment processing
- Craft and maintain steady communications to serve as a bridge of communication between management and the floor for various business and department initiatives
- Plan and lead employee engagement activities while partnering with community resources for events
- entering, tracking and informing employees about ticketed issues related to benefits, payroll, or various other areas overseen by HR
- aiding in recruiting and onboarding of new hires as well as assisting team in screening candidates and improving training efforts for both salaried and hourly personnel.
- Data analysis, tracking, reporting
- Ensure consistent application of Human Resources policies and procedures in relation to staffing/recruitment, new hire processing, employee personnel records, payroll information, applicant flow logs, and drug testing policies.
- Periodic Labor Agreement interpretation and periodic investigations as appropriate.
- Ability to exercise individual judgment while dealing with problem solving situations.
- Coordinate and provide administrative HR services for internal stakeholders, HR department, and external customers.
- Support Managers in time and attendance administration to ensure consistency, Identifying timing errors and working with supervisors/managers to ensure payroll accuracy.

## 你的档案

### Basic Qualifications

- Bachelors Degree
- Excellent time management skills
- Excellent problem solving skills
- Excellent verbal and written communication skills



职位号码

**REF54044G**

工作职能

人力资源

所在地

森普雷里

领导力级别

**Leading Self**

工作场所灵活度

**Onsite Job**

法律个体

**ContiTech USA, Inc.**

- Strong attention-to-detail and organization skills
- Ability to proactively make decisions and escalate matters as necessary
- Intermediate user of Microsoft Programs to include: Excel (Pivot Table, V-Lookup), PowerPoint, Outlook, Word, Team

#### Preferred Qualifications

- This position is part of the One ContiTech reorganization. ContiTech employees will be given preference in the candidate selection.

**Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas, now or in the future, for this job opening.**

我们可以提供

All your information will be kept confidential according to EEO guidelines.

#### **EEO-Statement:**

EEO / AA / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

关于我们

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.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America.

Are you ready to shape the future with us?