

Global HR Systems Specialist Workforce Data Management & T/A

Your tasks

- Ensure and control defined support processes to keep service level agreements (incident management, user requests, standard change requests) for following modules within global system: Organizational Management, Workforce Data Management and Time & Attendance Management;
- Act as first point of contact for all incidents that are raised by users. Resolves incidents in their area of responsibility and authorizations, and in case of complex issues escalate incidents to next level of support;
- Close co-operation with the system business owner in every phase (e.g. Project Management & Continuous Improvement);
- Community management with various stakeholders;
- Develop, maintain and continuously improve processes (e.g. via knowledge management & training concept) across digital solutions;
- Participate in global projects and support of projects during the rollout, the implementation of process and system changes/improvements with focus on adaption of Operations and Continuous Improvement Standards;
- Manage tasks & processes within a complex organization and ability to handle various stakeholders;
- Complete regular data quality reviews and audits;
- Install and further develop quality assurance and test methods related to the system, including taking an active part in testing during releases and change management.



Job ID
REF72899N

Field of work
Human Resources

Location
Timișoara

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
S.C. ContiTech Romania S.R.L.

Your profile

Education & Experience:

- Bachelor's degree;
- Minimum 3 years experience in similar role;
- Fluent in English;
- You can work and collaborate well in a hybrid environment.

HR Technology Expertise:

- Understanding of HCM systems (e.g., SAP SuccessFactors, Workday, Oracle HCM) ;
- You know your way with Microsoft Office 365 suite;

Our offer

What we offer:

- **The 13-th salary** – Paid once a year, in December;
- **Meal tickets** - With a value of 40 Ron;
- **Hybrid schedule** - Work-life balance is important, so we offer a flexible schedule. Please agree on this with your superior;

- **Private Health Insurance** - Health is the most important, so we offer you a medical subscription through Signal Iduna;
- **Referral bonuses** - We encourage colleagues to refer new candidates to us and, at the same time, to get the chance to receive a bonus;
- **Bookster** - Feed your body and your mind. You can borrow books and you'll receive them at the office;
- **Sports benefits** - It's important to stay active, so we offer you the 7Card;
- **Discounts at our partners** - We collaborate with different vendors, and we receive discounts for various products/ services like rubbers, restaurants, kindergartens etc;
- **System for Rewarding Improvement Ideas** - We have an internal improvement program (Continental Idea Management) that allows you to come up with ideas and to be honored with an attractive bonus (the CIM team establishes this according to your improvement idea);
- **Happy days** - If you or your child is getting married, or you become a parent, you receive some extra free days;
- **Life events celebration** - If your family is growing, we praise your newborn with a bonus;
- **Unfortunate events** - In case of unhappy events in your life, we support you by offering you free days and financial support (handled on a case-by-case basis);
- **Extra vacation days** - You begin with 22 vacation days/year, and starting with the 3rd year with us, we offer you 1 more day of vacation and, afterward from 2 to 2 years you'll get one more extra day (the maximum you can achieve is 27);
- **Professional development** - There are many opportunities to develop yourself within the company;
- **Diversity and multicultural mindset** - We encourage you to join us no matter who, where, or what you are. We have colleagues from different nations and various languages are spoken in our company.

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

About us

OESL - Original Equipment Solutions, For Future Mobility.

Are you ready to move Forward Together with a global, dedicated, and experienced team? Join us and take the opportunity to contribute to our future in the fundamentally changing automotive industry with your new role as HR Technology Governance Lead m/f/d) in the stand-alone Business Area Original Equipment Solutions.

Original Equipment Solutions

With more than 17.000 employees and around 2 billion euros sales, present in 15 countries with 35 locations and tech centers - OESL is a global player in the automotive sector with extended material competence in rubber, plastic, and metal, serving all major OEM's and commercial vehicle customers' needs with millions of parts in high quality. In EMEA region we operate in Germany, France, Slovakia, Czech, Serbia, Slovenia, Romania, Hungary, Morocco and Portugal.

People Services with a Heart

People Services are more than just processes — they have opportunities to connect with and support our employees. We focus on delivering services with empathy, understanding, and a human touch. By providing personalized support and addressing individual needs, we ensure employees feel heard, valued, and cared for. Every interaction reflects our commitment to fostering trust and a positive employee experience.