

HR Generalist

工作职责

We are seeking an HR Generalist to join our team. The HR Generalist focuses on employee relations, performance management, training and development, policy development compliance, administers, benefits, maintains accurate HR records, and generates reports on key metrics. The HR Generalist is dedicated to promoting diversity and inclusion initiatives, ensuring workplace health and safety, and remaining adaptable to additional tasks that enhance HR functions and overall employee experience.

Employee Relations:

- Act as a point of contact for employee concerns, fostering a positive workplace environment.
- Facilitate conflict resolution and mediate discussions between employees and management as needed.
- Conduct exit interviews to gather feedback and identify areas for improvement.
- Conduct daily floor walks to foster strong relationships with shop floor employees and proactively address any issues that may arise.
- Recruitment and Staffing:
- Collaborate with hiring managers to clearly define job requirements and expectations.
- Partner with the recruiting team to identify suitable candidates for open positions.
- Conduct interviews to evaluate candidate qualifications and cultural fit.

Performance Management:

- Assist in the development and implementation of performance management systems, including goal setting and evaluation processes.
- Provide guidance to managers on conducting performance reviews and addressing performance-related issues.
- Monitor employee performance and provide recommendations for improvement.
- Training and Development:
- Identify training needs through assessments and feedback, and coordinate employee development programs.
- Facilitate onboarding and orientation programs for new employees, ensuring they are integrated into the company culture.
- Promote continuous learning opportunities and career development initiatives.
- Policy Development and Compliance:
- Assist in the creation, implementation, and communication of HR policies and procedures in compliance with legal and regulatory requirements.
- Stay updated on labor laws and industry best practices, advising management on compliance matters.



职位号码

REF76264I

工作职能

人力资源

所在地

Allentown

领导力级别

个人贡献者

工作场所灵活度

混合式办公

法律实体名称

**Continental Automotive
Systems, Inc.**

- Conduct regular audits of HR processes to ensure adherence to company policies and legal standards.
- Compensation and Benefits Administration:
- Support the administration of employee benefits programs, including health insurance, retirement plans, and other perks.
- Assist employees with questions regarding compensation and benefits, ensuring clarity and understanding.

HR Data Management:

- Maintain accurate employee records and HR databases, ensuring confidentiality and compliance with data protection regulations.
- Generate reports on HR metrics, such as turnover rates, employee satisfaction, and training participation, to inform decision-making.
- Use HR information systems (HRIS) to streamline HR processes and improve data accuracy.
- Diversity and Inclusion Initiatives:
- Promote a culture of diversity and inclusion within the workplace, supporting initiatives that enhance representation and equity.
- Collaborate with management to develop and implement programs aimed at increasing employee engagement and satisfaction among diverse groups.
- Health and Safety:
- Support the development and implementation of workplace health and safety policies and training programs.
- Ensure compliance with occupational health and safety regulations and respond promptly to safety incidents.
- Raise awareness of safety protocols and encourage a culture of safety among employees.
- Other Duties as Assigned:
- Stay flexible and adaptable to additional tasks and projects as directed by management.
- Support the HR team in special projects and initiatives that enhance HR functions and employee experiences.

职位要求

BASIC QUALIFICATIONS

- Bachelor's degree in human resources or a related field.
- Minimum of 2 years of experience in Human Relations within an onsite manufacturing setting, showcasing a solid understanding of operational dynamics and employee engagement.
- Proven expertise in fostering positive employee relations within a manufacturing environment, with a focus on enhancing workplace culture and productivity.
- Strong knowledge of labor laws and regulations, ensuring compliance and best practices in all HR initiatives.

Legal authorization to work in the U.S. is required; please note that we are unable to sponsor employment visas for this position, either now or in the future.

Preferred Qualifications

- Master's degree in human resources, Business Administration, or a related field, demonstrating advanced knowledge of HR practices and

strategic thinking.

- 5+ years of Employee Relations Experience
- Experience with HRIS (Human Resource Information Systems) and data analytics to drive informed decision-making and improve HR processes.
- Strong interpersonal and communication skills, with the ability to build rapport and collaborate effectively at all levels of the organization.
- Demonstrated experience in conflict resolution and mediation, with a track record of successfully managing employee relations issues.
- Familiarity with training and development programs, including the ability to design and implement initiatives that enhance employee skills and performance.
- Proven ability to lead and manage change initiatives within a manufacturing environment, promoting a culture of continuous improvement.

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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 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 Automotive is changing the future of mobility to make it more safe, smart, sustainable and accessible to all. Experience the

opportunities of a large company with an entrepreneurial spirit where you are empowered to be your best. Work on alongside people who are passionate about sharing ideas and igniting change. Employing top talent across 56 countries, we work together as a global team - because no one shapes the future alone. Are you ready to join us in leading the way?