

HR Specialist

Your tasks

- Deploys, implements and manages HR policies, procedures, standards and initiatives in an efficient and standardized way for the employees at the location.
- Assesses HR related needs and drafts targeted initiatives that will increase performance, organizational trust and satisfaction.
- Focuses on implementation and local adaptations taking into account global, country and Divisions and BUs guidelines to reflect the local priorities defined by location HR Head.
- Ensures a concise practical documentation according to legal regulations, if applicable.
- Supports the implementation of improving the effectiveness of the organization in his/her area of responsibility.
- Strategic Partner- Supports HR BPs and HR Location Head in their role as strategic partner
- Change Agent- Supports HR BPs and HR Location Head in their role as change manager
- Reporting- Continuously evaluates performance according to defined Key Performance Indicators (KPIs) and Operating Figures

- Summarizes and completes reporting within the local Organization and publishes reporting results

- HR continuous improvement of processes and IT systems- Collects and provides change requests towards Process Consultants to ensure effective HR IT systems
- Provide Support & Coordination to one or more below roles:
 - Employer Branding, Recruiting& Staffing
 - Talent & Performance Management
 - Learning & Training
 - Compensation & Benefits
 - Labor & Employee Relations

Your profile

MBA -HR / Commerce Graduate

Our offer

Minimum 2-3 Years of Experience

Hands on experience with MIS.

Knowledge on Power BI & Analytical skills



Job ID
REF76741G

Field of work
Human Resources

Location
Sonipat

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
ContiTech India Pvt. Ltd.

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About us

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 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary. The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.