

# Senior Recruiter

## Your tasks

- Develop and update job descriptions and job specifications;
- Perform job and task analysis to document job requirements and objectives;
- Source and recruit candidates by using databases, social media, etc.;
- Screen candidate's resumes and job applications;
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates;
- Onboard new employees to become fully integrated;
- Monitor and apply HR recruiting best practices;
- Act as a point of contact and build influential candidate relationships during the selection process;
- Promote the company's reputation as the "best place to work";
- Guides employees and supervisors in HR-related matters (supports decision-making and acts as a consultant);
- Strong problem-solving skills and the ability to handle complex employee relations issues;
- Actively identifies gaps, proposes and implements changes necessary to cover risks;
- Acts as a role model for our company values and culture;
- Implements and supports Employer Branding road-map and acts as an ambassador;
- Works closely with external services to select the best-fit candidates;
- Flexibility to adapt to changing business needs and work in a fast-paced environment;
- Ability to align HR strategies with business objectives;
- Ensure compliance with HR regulations and company policies.

We are looking for a Senior Recruiter with potential HR Business Partner skills. To act as a consultant, providing guidance and support to ensure the effective implementation of HR practices and policies. Design and implement an overall recruiting strategy:

## Your profile

We are looking for:

- Several years of HR experience as a Recruiter or HR Business Partner (Plant/Location HR experience);
- Solid ability to conduct different types of interviews;
- Hands-on experience with various selection processes;
- Strong knowledge of HR practices and labor laws, excellent communication and interpersonal skills, ability to analyze data and provide strategic insights, and proficiency in HR software and tools.

## Our offer

What we offer:



Job ID  
**REF77094R**

Field of work  
**Human Resources**

Location  
**Timișoara**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

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

- **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);
- **Transport from the Timisoara area** - You can choose to come with the bus provided by the company if you work from the plant location/office;
- **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

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 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.

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.

### **OESL - Original Equipment Solutions, For Future Mobility.**

Are you ready to move ForwardTogether 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 Senior Recruiter in the stand-alone Business Area Original Equipment Solutions. Your new place to work is flexible and will be defined later (hybrid).

### **About Original Equipment Solutions:**

With more than 17.000 employees and around 2bn€ 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.