

# HR Specialist (Recruitment)

## Ihre Aufgaben

- Perform the analysis of the open position, determining the necessary technical and soft skills according to the description and profile of the position. Skill evaluation.
- Design recruitment and talent acquisition strategies according to the required description and profile. Diffusion of the open positions through the different sources and media.
- Selection interviews with candidates to determine their suitability for the position, technical, practical or psychometric evaluations required by the area to validate the candidate's suitability for the position. Analyzes and interprets psychometrics, providing pertinent feedback to the requesting areas.
- Manage and maintain the job bank updated by classifying and filtering job applications, registering the status of candidates for mass calls for production operators.
- Provide reliable and timely service to internal and external clients of the organization, advise clients on the recruitment and selection process by providing alternative solutions to particular situations
- Generate area performance metrics by analyzing the causes of compliance or proposing alternatives to achieve objectives
- Negotiate with the requester the date of delivery of candidates guaranteeing service, quality of candidates and compliance on time
- Coordinate with the union and medical service the mass calls for direct personnel.
- Follow up on staff promotions through the application of selection criteria.
- Execute all actions arising from the implementation, maintenance and improvement of the Management Systems (IATF, ISOS, OSHAS, BASC, 5's) and other standards determined by the company.
- Know and apply the standards of quality, environment, occupational health, property and industrial safety, social responsibility, total productive maintenance, etc. (ISO 14001, OHSAS, ISO 9001, IATF) as appropriate.
- Follow up on the implementation of ideas resulting from the CIM program in your area.

## Ihr Profil

- bachelor's degree: Economics, Administration, Human Resources or similar
- Advanced English
- 5 years of experience in Recruiting and selection personnel at operational, middle and managerial levels
- Handling competency-based interviews, knowledge of psychometrics and assessment center.
- ATS knowledge



Job ID  
**REF77918I**

Arbeitsbereich  
**Personalwesen**

Standort  
**Ciudad Apodaca**

Leadership Level  
**Leading Self**

Job Flexibilität  
**Onsite Job**

Ansprechpartner  
**Marcela Martin del Campo**

Rechtliche Einheit  
**Contitech Fluid Mexicana, S. de R.L. de C.V.**

## **Unser Angebot**

At Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.

#LI-MM1

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

## **Über uns**

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.