

# HR Operations Specialist

## Ihre Aufgaben

- Responsible for payroll data management for assigned Continental China Locations in a timely manner, incl. but not limited to basic salary, recurring payments/deductions, one-time payment/deductions, social benefits, housing fund, etc., maintaining and updating them through enabling system solutions, e.g., SuccessFactors or SAP as per business needs.
- Prepare and upload payroll data to HCM system and execute payroll data extraction, ensure payroll processes are consistent with each payroll cycle key date, making sure payroll KPIs are met.
- Collaborate with the team to deliver timely and accurate payroll to internal customers.
- Produce relevant payroll reports as per business or finance team's needs.
- In charge of monthly handlings of social insurance, housing fund and tax filling.
- Conduct social insurance & tax update and upload as per legal requirement and carry out yearly social insurance & housing fund base adjustment and Tax settlement activities, keep all the yearly activities can be completed according to government's requirement.
- Handle customer inquiries and address solutions via internal ticket system, making sure SLA is met.
- Continuous process improvement is required and keep HR operations processes are in compliance with Corporate standards.
- Back up other team members when needed.
- Other HR operational tasks assigned by supervisor.



Job ID  
**REF78243M**

Standort  
**Suzhou**

Leadership Level  
**Leading Self**

Job Flexibilität  
**Hybrid Job**

Rechtliche Einheit  
**ContiTech China Rubber & Plastics Technology Ltd.**

## Ihr Profil

- Bachelor's Degree. Majored in Business, Human Resources, Administration, English are preferred
- Experience in HR operations or HR SSC
- 1-2 years' experience in HR related functions
- SAP or SuccessFactors hands-on experience are preferred
- Effective communication with HR Team and employee experience service skills
- Efficient Self-Management
- Good interpersonal/ Communication skills
- Ability to work under pressure
- Customer Service Orientation

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## Über uns

### Continental Group:

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 **2023**, Continental generated **preliminary** sales of **€41.4** billion and currently employs around 200,000 people in **56** countries and markets.

Since starting its business in China in 1994, Continental serves all major OEMs across all vehicle segments. We also develop and produce materials, functional parts, components, and systems for railway, machinery, mining and other important industries. So far, Continental has expanded its presence in 23 production locations and 28 R&D centers, representing a workforce of around 17,600 in the country. Continental offers market specific solutions to the Chinese market.

### ContiTech Group Sector:

ContiTech is one of the world's leading industry experts. Far beyond our roots as a rubber products manufacturer, we offer connected, environment-friendly, safe and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food industry and the furniture industry. As a group sector of Continental, ContiTech currently employs more than 40,000 people in 40 countries and regions and is active as a global industrial partner in Asia, Europe, North America and South America.