

# HR Location Specialist - Recruitment and selection

## Ihre Aufgaben

- Specific selection of required profiles with HR Business Partner (e.g., vacancy request, remuneration structure, specifications)
- Creating/setting job applications considering target group-specific corporate wording
- Recruiting & Staffing
- Paper-based preselection of incoming applications
- Selection of candidates and setting up a shortlist
- Execution of telephone and job interviews
- Evaluation and adjustment of selection tools
- Organization, planning, and execution of assessment centers
- Participation and organization of recruiting events
- Implementing and supporting Employer Branding road map and acting as an ambassador
- Promoting company's reputation as most attractive and progressive employer (e.g. University relations, Students/Job fairs)
- Driving sourcing and selection of best fit candidates
- Developing and updating job descriptions and job specifications
- Assessing applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Acting as an ambassador and a point of contact and build influential candidate relationships during the selection process

## Ihr Profil

- Bachelor's Degree: Industrial Relations, Human Capital, Industrial Engineering or related.
- Advanced English
- Experience:
  - In recruitment process
  - Management of social networks
  - Management of digital job boards
  - In salary analysis
- Knowledge:
  - Excel (advanced)

## 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-LZ1

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



Job ID  
**REF79185W**

Arbeitsbereich  
**Personalwesen**

Standort  
**Silao - Las Colinas**

Leadership Level  
**Leading Self**

Job Flexibilität  
**Onsite Job**

Ansprechpartner  
**Luz Zúñiga**

Rechtliche Einheit  
**Continental Automotive  
Mexicana, S. de R.L. de C.V.**

## **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.