

HR Global Process Owner – Workforce Data Management (m/f/d)

Your tasks

Process Ownership & Governance

Own and define the end-to-end Workforce Data Management process, covering employee master data creation, maintenance, integration, and deactivation.

Develop and maintain process documentation, including Process Design Documents (PDDs), SOPs, and data flow diagrams.

Set and enforce global data entry standards, validation rules, and quality control mechanisms.

Ensure alignment of data processes with HR systems architecture (e.g., SAP SuccessFactors, local HRIS, payroll solutions).

Object Naming Standardization

Define and enforce naming conventions and taxonomy standards for key HRIS objects such as:

1. Departments / Organizational Units
2. Job Titles / Positions
3. Locations, Cost Centers, Job Families, and Grades

Collaborate with global and local HR teams to standardize and maintain naming logic across all relevant systems.

Ensure consistency of naming for use in reporting, integrations, self-services, and user interfaces.

Manage change control processes related to object creation or renaming and document decisions in a central governance repository.

Data Quality & Control

Monitor data accuracy, completeness, and consistency across all systems and geographies.

Lead initiatives to reduce data errors, duplicates, and manual corrections through automation, training, and system enhancements.

Implement data governance practices, including roles, responsibilities, and escalation processes for data correction and exception handling.

Collaborate with internal controls and audit teams to ensure compliance with data privacy, legal, and regulatory requirements (e.g., GDPR).

Cross-Functional Collaboration

Act as the interface between HR, IT, Finance, and external service



Job ID
REF82064B

Location
Leça do Balio

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
OESL Automotive Services Lda

providers to ensure smooth data flows and integration.

Support HR analytics, compensation, and reporting teams with high-quality, reliable workforce data.

Guide system configuration decisions and data field usage across platforms to preserve process and reporting integrity.

Performance Monitoring & Improvement

Define and track key performance indicators (KPIs) related to data quality, timeliness, and operational efficiency.

Analyze data issues and user behavior to identify process improvement opportunities.

Lead or support global projects focused on data migration, system upgrades, HR technology enablement, or service transitions.

Your profile

Education & Experience - Bachelor's or Master's degree in HR, Information Systems, Business Administration, or related field. Five+ years of experience in HR master data management, HRIS process ownership, or HR operations in a global environment—preferably in the automotive or industrial sector.

Expertise with Workforce Data Management - Strong expertise in HR data governance, HRIS configuration, and data object structures (e.g., positions, departments, org units). Hands-on experience with global HR systems (e.g., SAP SuccessFactors, Oracle HCM, Workday). Demonstrated success in process standardization and naming convention implementation across complex organizations.

Our offer

What we offer:

- **Compensation package:** 14th salaries plus performance bonus
- **Lunch Allowance:** in line with local regulation
- **Health and Life Insurance;**
- **Flexibility** - Flexible schedule, hybrid work.
- **Home-Office** - Employees received 1,00€ net for each Home-Office day, paid monthly.
- **Vacation days** - 22 days per year + 3 extra days the following year (considering absenteeism). Seniority days added starting from 3 years in the company.

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

About us

OESL – Original Equipment Solutions, For Future Mobility.

Are you ready to move Forward Together 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 Global Process Owner – Workforce Data Management (m/f/d) in the stand-alone Business Area Original Equipment Solutions.

Original Equipment Solutions

With more than 17.000 employees and around 2 billion euros 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.

People Services with a Heart

People Services are more than just processes - they are opportunities to connect with and support our employees. We focus on delivering services with empathy, understanding, and a human touch. By providing personalized support and addressing individual needs, we ensure employees feel heard, valued, and cared for. Every interaction reflects our commitment to fostering trust and a positive employee experience.