

Internal Control System & Audits Specialist (m/f/d)

Your tasks

Internal Control System (ICS)

Design and maintain the HR ICS framework within the shared services environment.

Define, document, and regularly update control descriptions, test procedures, and process-risk-control matrices (PRCMs) for core HR processes (e.g., payroll, personnel administration, time & attendance, data management).

Perform regular control testing, self-assessments, and walkthroughs to verify operating effectiveness.

Identify control gaps or weaknesses and initiate timely remediation actions in collaboration with process owners and stakeholders.

Audit Management & Compliance

Act as the key contact for internal and external auditors during HR-related audits and reviews.

Coordinate the collection of audit evidence and ensure timely responses to audit queries.

Monitor the implementation of audit recommendations and track status of corrective actions.

Ensure compliance with corporate policies, regulatory requirements (e.g., GDPR), and local labor laws.

Risk & Issue Management

Identify, assess, and document process risks and support their mitigation through control design or improvement.

Support risk reporting activities and contribute to regular risk-control dashboards or reviews with leadership.

Maintain awareness of emerging risks in HR service delivery and regulatory landscapes.

Reporting & Documentation

Maintain accurate and up-to-date documentation of all control activities and evidence logs.

Provide regular reporting on control performance, exceptions, and audit readiness.

Contribute to compliance KPIs and internal control performance metrics.



Job ID
REF82066A

Location
Porto

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
ContiTech Fluid Serbia D.O.O.

Collaboration & Support

Work closely with HR Services Delivery, Global Process Owners, IT, and Compliance functions to ensure cross-functional alignment.

Provide guidance and training to HR teams and shared service agents on control-related topics and audit readiness.

Promote a strong internal control and compliance culture within the HR Shared Services Center.

Your profile

Education & Experience - Bachelor's or Master's degree in HR, Business Administration, Audit, Finance, or a related field. Three to five years of experience in internal controls, audit, compliance, or HR service operations.

Expertise with Workforce Data Management - Strong understanding of HR processes, shared services models, and control frameworks (e.g., COSO, SOX). Experience with HRIS platforms (e.g., SAP SuccessFactors, Workday) and process documentation tools. Familiarity with GDPR, labor law, and other HR-related compliance regulations is a plus.

Our offer

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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 Internal Control System & Audits Specialist (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.