

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

หน้าที่ความรับผิดชอบในงานของคุณ

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.



รหัสตำแหน่งงาน

REF82066A

ที่ตั้ง

Porto

ระดับความเป็นผู้นำ

Leading Self

ความยืดหยุ่นในการทำงาน

ทำงานนอกสถานที่และที่บริษัท

นิติบุคคล

ContiTech Fluid Serbia D.O.O.

Contribute to compliance KPIs and internal control performance metrics.

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.

โปรไฟล์ของคุณ

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.

ข้อเสนอของเรา

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เกี่ยวกับเรา

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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

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