

## Sr HR Generalist

### あなたの仕事内容

We are looking for an experienced HR person join our team based in Somersworth, NH location. The role involve coordinating a wide generalist range of support and employee relations activities from recruiting, payroll audit, time management audit, benefits, management of leave of absence and medical leaves, guidance through the company policies and labor regulations, disciplinary investigations, talent and performance management, continuous improvement of HR processes.

An important part of your role will be to act as the liaison between HR and employees, ensuring smooth communication and prompt resolution of requests and questions.

### HOW YOU WILL MAKE AN IMPACT

- Supports the HR services related to payroll and leave of absence to ensure consistent, timely, and accurate service delivery.
- Supports hiring process to fill open positions and administer candidate and hiring paperwork
- Promotes health management regulations and programs and consults management and employees.
- Guides employees and superiors in employee relations topics and enquiries.
- Guides and ensures compliance to all relevant labor regulations and company HR procedures and policies.
- Supports and guides employees and managers in talent and performance management processes.
- Develop and implement best practices for operational excellence in HR service delivery.
- Foster a culture of continuous improvement and high employee satisfaction.
- Supports the HR Manager in his/her role as strategic partner.

### あなたのプロフィール

#### Your profile

### WHAT YOU BRING TO THE ROLE

- Bachelor's Degree in HR, Management, Accounting, Finance, Law Business Administration, or a related field
- + 5 years of experience in HR
- HR Expertise: recruiting, data administration, payroll, FMLA, labor law, and experience in investigations
- Strong understanding of HR systems (e.g., SAP, Workday) and their impact on HR Services delivery.
- Strong communication and conflict management skills
- Strong analytical skills: Problem-solving & Decision-Making
- Legal authorization to work in the U.S. is required. We will not



ジョブID

**REF82248Q**

業務分野  
人事

勤務地  
**Somersworth**

リーダーシップレベル  
**Leading Self**

勤務に関する柔軟性  
**Onsite Job**

法的事項  
**OESL Automotive USA LLC**

sponsor individuals for employment visas, now or in the future, for this job opening.

## **ADDITIONAL WAY TO STAND OUT**

- Meticulous attention to details
- Project management experience

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## **THE PERKS**

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Competitive Bonus Programs
- Employer 401k Match
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

## **EEO-Statement:**

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会社概要

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.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers 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 sector and the furniture industry. With about 42,000 employees in more than 40 countries and sales of some 6.8 billion euros (2023), the global industrial partner is active with core branches in Asia, Europe and North and South America.