

# HR Generalist

## Your tasks

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.

## Your profile

### Your profile

## WHAT YOU BRING TO THE ROLE

- Bachelor's Degree in HR, Management, Accounting, Finance, Law Business Administration, or a related field
- + 3 years of experience in HR
- HR Expertise: recruiting, data administration, payroll, FMLA, labor law
- Strong understanding of HR systems
- Strong communication and conflict management skills
- Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas, now or in the future, for this job opening.

## ADDITIONAL WAY TO STAND OUT



Job ID  
**REF82256J**

Field of work  
**Human Resources**

Location  
**Somersworth**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Legal Entity  
**OESL Automotive USA LLC**

- Meticulous attention to details
- Strong analytical skills: Problem-solving & Decision-Making

## **Our offer**

### **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:**

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 248.393.5566. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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

## **About us**

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.