

# Global Process Owner Payroll and Time & Attendance

## Your tasks

### Process Design & Governance

Own and evolve the end-to-end Payroll and Time & Attendance global processes, ensuring efficiency, compliance, and scalability across all regions. Define and maintain global process standards, documentation, and control frameworks, ensuring alignment with internal policies and external regulations (e.g., local tax, labor laws, social security). Maintain and regularly review Process Design Documents (PDDs) and Standard Operating Procedures (SOPs) for Payroll and T&A activities. Develops and maintain global Risks and Control Matrix and ensures implementation of the control process.

### Business Process Outsource Partner Governance & Partnership

Act as the primary process owner interface for the BPO partner managing HR Operations services. Ensure the BPO provider adheres to defined SLAs, process controls, and compliance requirements across all supported countries. Coordinate change requests, escalations, and new country implementations or transitions into the BPO model.

### Internal Process Control

Establish process-level controls and internal checkpoints to ensure accuracy, compliance, and mitigation of operational risks.

Partner with Internal Audit, Compliance, and Finance to ensure a robust internal controls environment and full audit readiness. Monitor the effectiveness of controls and continuously identify opportunities to strengthen the process governance framework.

### Continuous Process Improvement

Monitor and analyze global KPIs and SLAs for Payroll and T&A services to ensure performance, accuracy, and timeliness. Lead process improvement initiatives to increase automation, reduce



Job ID  
**REF82390E**

Field of work  
**Human Resources**

Location  
**Rochester Hills**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Contact  
**Kristin Kostan**

Legal Entity  
**OESL Automotive USA LLC**

errors, and enhance employee experience—leveraging tools such as RPA, workflow automation, and advanced reporting. Support incident resolution and root cause analysis, collaborating with regional teams, HRIS, IT, and Finance.

## Your profile

**Education & Experience** - Bachelor's or Master's degree in HR, Business Administration, Finance or a related field. Minimum 5-7 years of experience in global Payroll and Time & Attendance process management within a multinational, ideally in the automotive or manufacturing sector. Familiarity with HR and Payroll systems (SAP SuccessFactors, Workday, Oracle HCM, ADP, or other local payroll vendors).

**Expertise in HR Services Governance** - An experienced HR governance professional with a strong background in HR shared services, data management, and outsourced services. Strong vendor management experience, with a background in monitoring supplier performance and ensuring SLA compliance.

**Problem-Solving & Decision-Making** - Strong analytical skills to assess system issues and develop effective solutions.

## Our offer

### THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts.
- Competitive Bonus Programs
- Employee 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Hybrid Work
- 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

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 Payroll and Time & Attendance (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.