

## HRBP - Human Relations (HR) TMOD

### Feladatok

#### ROLE OBJECTIVE:

Management of activities related to the world of HR (SOFT and HARD aspects), supporting the Company to align the "people strategy" with the company strategy, imagining, developing and implementing HR management, promoting growth, performance and alignment with shared future objectives.

### Profilja

#### KEY RESPONSIBILITIES OF THE ROLE:

1. Ensure HR coordination between HQ functions and business areas by ensuring the application of company policies and procedures, providing information on labor regulations and ensuring compliance with procedures and all HR processes.
2. Maintain direct and constant contact with line managers and workers (over 500 people - blue and white collar), constantly collaborating/supporting the Production Management.
3. Employer branding, recruitment and selection activities (contacts with APL - HH Company -Career Day), creating and managing of adverts on the Company Portal, CV screening and organisation/management of job advertisements with the various Function Managers.
4. Management of new hires, with preparation of a welcome path and on boarding plan.
5. Organisation and management of training activities for blue and white collar (using Category Funds: Fondimpresa, Fondirigenti with preparation of related preventive and final documentation).
6. Management of the Talent Management Cycle in agreement with HQ (succession plan, performance evaluation...).
7. Updating Job Description in agreement with HQ.
8. Preparation of various reports (Excel): absenteeism, headcounts, data for PDR, incentive systems, various statistics.
9. Updating and drafting organizational charts/policies in compliance with HQ.
10. Collaboration with ESH Manager and Competent Doctor on Health Surveillance issues.
11. Support to the HR Manager in GDPR-related activities and related obligations.
12. Support to the HR Manager in Industrial Relations and in disciplinary/litigation.
13. Participation in HR Auditing activities.
14. Support to the General Service Department for various activities.

#### SPECIFIC TECHNICAL KNOWLEDGE:



Job ID  
**REF82743D**

Munkaterület  
**Humán erőforrás**

Telephely  
**Cairo Montenotte**

Vezetői szint  
**Beosztott**

Munkahelyi rugalmasság  
**Helyszíni munka**

Kontakt  
**Gloriana Baccino**

Jogi egység  
**Continental Brakes Italy S.p.A.**

1. In-depth knowledge of Zucchetti Suite and its various modules (Presenze Project, Z Scheduling, Paghe Infinity, Dossier Dipendente, In Recruiting); experience in managing migration projects to Zucchetti is appreciated.
2. Knowledge of English (at least B2 level).
3. Knowledge of main Search Sites (Linkedin, Indeed,...).
4. Excellent use of the Office package (Excel, Word, Power Point).
5. Knowledge of the Metalworking Industry Agreement and Industry Dirigenti as well as the main Guidelines related to the application of the GDPR.
6. Skills assessment and mapping processes.
7. Knowledge of innovative training methodologies, including digital solutions, e-learning, blended learning and gamification.
8. Knowledge of pay slip structure and Payroll dynamics is appreciated.

## Ajánlatunk

### CAPABILITIES

1. Degree in humanities, economics, law or similar disciplines. Master in HR Management is a plus;
2. At least 3-5 years of experience in the role, preferably in Companies with complex production plants.
3. Excellent interpersonal and communication skills, with a strong aptitude for collaboration and the ability to work in Team and in synergy with other company functions.
4. Ensure a positive approach, aimed at transforming constraints into opportunities, concrete, fast, practical and focused on results.
5. Familiarity with reporting and data analysis tools (advanced Excel, Power BI, or other tools), with the ability to read and analyze HR metrics.

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## Rólunk

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The Automotive group sector comprises technologies for passive safety, brake, chassis, motion and motion control systems. Innovative solutions for assisted and automated driving, display and operating technologies, as well as audio and camera solutions for the vehicle interior, are also

part of the portfolio, as is intelligent information and communication technology for the mobility services of fleet operators and commercial vehicle manufacturers. Comprehensive activities relating to connectivity technologies, vehicle electronics and high-performance computers round off the range of products and services.