

HR Operation Specialist_Payroll

Your tasks

1. Responsible for payroll data management for Continental China Locations in a timely manner, incl. but not limited to basic salary, recurring payments/deductions, one-time payment/deductions, social benefits, housing fund, etc., maintaining and updating them through enabling system solutions, e.g., SuccessFactors or SAP as per business needs.
2. Prepare and upload payroll data to HCM system and execute payroll data extraction to service provider, ensure payroll processes are consistent with each payroll cycle key date, making sure payroll KPIs are met.
3. Collaborate with service provider to deliver timely and accurate payroll to internal customers.
4. Produce relevant payroll reports as per business or finance team's needs.
5. In charge of monthly handlings of social insurance, housing fund and tax filling.
6. Conduct social insurance & tax update and upload as per legal requirement and carry out yearly social insurance & housing fund base adjustment and Tax settlement activities, keep all the yearly activities can be completed according to government's requirement.
7. Handle customer inquiries and address solutions via internal ticket system, making sure SLA is met.
8. Continuous process improvement is required and keep HR operations processes are in compliance with corporate standards.
9. Back up other team members when needed.
10. Other HR operational tasks assigned by supervisor.

Your profile

1. Bachelor's Degree. Majored in Business, Human Resources, Administration, English are preferred.
2. Experience in HR operations or HR SSC; 3 years' experience in HR payroll related functions
3. Payroll operations or benefits administrations, SAP or SuccessFactors hands-on experience are preferred
4. Effective communication with HR Team and employee



Job ID
REF84319B

Location
Shanghai

Leadership level
Leading Self

Job flexibility
Onsite Job

Legal Entity
ContiTech Fluid Shanghai

experiences service skills

5. Efficient Self-Management

6. Interpersonal/ Communication Able to work under pressure
Customer Service Orientations

Our offer

All your information will be kept confidential according to EEO guidelines.

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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 2024, Continental generated sales of €39.7 billion and currently employs around 190,000 people in 55 countries and markets.

Guided by the vision of being the customer's first choice for material-driven solutions, the ContiTech group sector focuses on development competence and material expertise for products and systems made of rubber, plastics, metal, and fabrics. These can also be equipped with electronic components in order to optimize them functionally for individual services. ContiTech's industrial growth areas are primarily in the areas of energy, agriculture, construction, and surfaces. In addition, ContiTech serves the automotive and transportation industries as well as rail transport.

About Original Equipment Solutions:

With more than 17.000 employees and around 2bn€ 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.