

# HR Services Delivery Specialist (m/f/d)

## 工作职责

### Workforce Data Management

Creating organizational units according to Continental standards and naming convention and positions according to valid rulebooks

Maintain the requirements of education levels assigned to every position.

Performing the hiring in the systems: employee data maintenance, preparing the documentation according to the delivered templates and sending to the contact partner to be printed signed and archived.

Performing changes related to employee status: contract extension, position & salary change, regular yearly change of the salary according to regular salary increase process, all data related to the employee master data (address, education, bank details, surname, children, religious denomination and related guaranteed data of absence).

Performing the leavings in the system: Termination of the employee in the system and preparation of all related documentation according to the templates

Performing all administrative tasks related to maternity/paternity leaves.

Registering / Deregistering all employees at relevant government portals.

### Time & Attendance

Monitor and interpret local legislative changes affecting time management and drive decision-making with internal stakeholders.

Maintain and communicate time-related cut-off dates and inputs for the payroll calendar.

Conduct monthly control and validation of working hours to ensure accuracy and completeness prior to the payroll run.

Own the demand and change request management process for the time management system, including access rights administration.

Coordinate and deliver country-specific time and attendance reporting needs.

### Payroll Processing

All parameters for payroll calculations have to be maintained according to valid regulations (minimal salary, maximum base for contributions, nontaxable amounts, working hours in the month)



职位号码

**REF85564L**

所在地

**Subotica**

领导力级别

个人贡献者

工作场所灵活度

现场办公

法律实体名称

**ContiTech Fluid Serbia D.O.O.**

Working hours should be checked and cleaned up and approved for calculation.

Performing full payroll calculations and preparing the relevant reports that has to be delivered to location in order to perform standard salary audit process prior the final confirmation,

Preparing and submitting tax application, preparing the payment orders for the salaries (BPO provider has to send individual payment order to banks due to salary data secrecy) and bookings should be prepared according to continental general ledger rules.

Transport calculation should be done on full amount and fully taxable based on number of working days multiplied by price of transportation or taxation only for the transportation that is paid by the company. We are paying the costs reimbursement for the work from home based on number of the days worked.

Off Cycle Payroll Calculations / jubilee awards, support provided by company (solidary aid), severance payments, internship contracts, additional types of contracts

## 职位要求

**Education & Experience** - Degree in Human Resources, Business Administration, Payroll, Finance, or related field. 3-5+ years of experience in HR operations, payroll, or shared services in a multinational setting. Experience working with HRIS and Payroll systems (e.g., SAP SuccessFactors, SAP HCM, Workday). Strong attention to detail, analytical mindset, and comfort handling complex scenarios and escalations. Effective communicator and collaborator across stakeholders, vendors, and external bodies.

**Fluent in English (additional languages are an asset).**

## 我们可以提供

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

## 关于我们

**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 HR Services Delivery Specialist (m/f/d) in the stand-alone Business Area Original Equipment Solutions.

## Original Equipment Solutions

With more than 16.000 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.