

## HR Generalist

### 工作职责

The Human Resource Generalist will support our variable workforce (production, warehousing, and maintenance) in the daily requests of the Human Resource (HR) department.

### HOW YOU WILL MAKE AN IMPACT

- Acts as a single point of the contact for the employees and managers in the location
- Responds to employee relation issues such as employee concerns, harassment, and discrimination complaints. Conducts internal investigations as necessary.
- Acts as company representative to outside organizations as assigned (courts, local networks, unemployment hearings)
- Guides employees and superiors in employee relations conflict resolution (i.e. absenteeism management, working schedules coordination, performance improvement action planning)
- Introduces/ implements new HR related services & processes into assigned organization
- Coordinates annual compensation processes including variable compensation and salary planning
- Maintains and coordinates employee recognition programs
- Supports and guides managers as well as individual employees in talent and performance management processes in accordance with country specific legal regulations, Center or Expertise (COE) guidance, and company guidelines and ensures execution of measures
- Steers preparation of job descriptions, job analysis, job evaluations and job classifications
- Handles benefits inquiry and complaints to ensure quick, equitable and courteous resolution.
- Ensures legal compliance for area in all areas for HR and at the State and Federal levels
- Ensures records compliance for area of responsibility (i.e. record retention of compensation decisions, performance management, etc.)
- Monitors time management and HR modules

### 职位要求

### WHAT YOU BRING TO THE ROLE

- B.S degree
- At least 3 years experience in Human Resources
- Strong experience working in a matrix organization
- Expert Conflict resolution skills
- Has demonstrated tenacity / persistence
- Analytical Skills with Data and Spreadsheets
- Expert knowledge - federal and state laws



职位号码

**REF87111V**

所在地

**Clinton**

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

**Continental Tire the Americas, LLC**

- Proficient Microsoft Suite skills (i.e. Excel, Outlook, PowerPoint)
- Strong Oral and Written communications
- 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 posting.
- No relocation assistance is offered for this position.

#### **ADDITIONAL WAYS TO STAND OUT**

- Concentration in Business Administration, Human Resources, Psychology, Social Science or related area
- Previous experience in manufacturing environment
- Deep understanding and experience in human relations processes that drive people performance, planning, labor relations, location communication
- Strong skills in Compensation & Benefits
- Previous experience with SAP is a plus
- Experience with various international cultures

我们可以提供

Additional information

#### **THE ENVIRONMENT**

- Safety is our highest priority and safety procedures / guidelines must be always adhered to. This includes safety wear such as company issued/approved steel toe shoes, safety glasses, hearing protection, etc. as needed in the required areas.
- This role is within a climate-controlled area of the facility.

#### **THE PERKS**

- Immediate Benefits
- Paid Time Off
- Volunteer Time Of
- Tuition Assistance
- Employee Discounts, including tire discounts
- Competitive Bonus Programs
- Employees 401k Match
- Diverse & Inclusive Work Environment
- Employee Resource Groups
- 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.

## 关于我们

### The Company

Tire solutions from the Tires group sector make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental delivers top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2023, the Tires group sector generated sales of 14 billion euros. Continental's tire sector employs more than 56,000 people worldwide and has 20 production and 16 development sites. Tire solutions from the Tires group sector make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental delivers top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2023, the Tires group sector generated sales of 14 billion euros. Continental's tire sector employs more than 56,000 people worldwide and has 20 production and 16 development sites.

Are you ready to shape the future with us?