

HR 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
REF87170H

Field of work
Human Resources

Location
Leça do Balio

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
OESL Automotive Services Lda

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 degree in HR, Business Administration, Finance or a related field with two years of payroll experience. Four years of payroll experience in lieu of Bachelor's degree. 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

What we offer:

- **Compensation package:** 14th salaries plus performance bonus
- **Lunch Allowance:** in line with local regulation
- **Health and Life Insurance;**
- **Flexibility** - Flexible schedule, hybrid work.
- **Home-Office** - Employees received 1,00€ net for each Home-Office day, paid monthly.
- **Vacation days** - 22 days per year + 3 extra days the following year (considering absenteeism). Seniority days added starting from 3 years in the company.

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.