

HR Operations Specialist – SuccessFactors Learning

Your tasks

About Us: Join our ambitious HR System Operations Team at ContiTech! We are looking for a dedicated HR System Operations Specialist with a focus on Learning to help shape our Learning culture. This role is part of ContiTech's Service Governance and Systems department and collaborates with all our locations across the world.

As an HR System Operations Specialist with a focus on Learning, you will:

- Manage SAP SuccessFactors Learning Incidents: review and resolve incidents opened by internal customers
- Handle User Authorization in our Learning Management System: consult on authorization concept & roles, grant & delete permissions, support internal audit processes
- Enable and consult our Global Learning Admins in the implementation and usage of our Learning Management System
- Offer guidance to internal stakeholders when it comes to system and process related topics
- Provide reports on request and administer our Learning Management reporting handbook
- Review release notes and participate in webinars and calls, as well as test new releases and update global training materials accordingly
- Assess and create change requests based on incidents and consult in the different implementation phases
- Create and maintain test catalogues and perform tool testing during daily operations and within project and change management activities
- Facilitate knowledge sharing and collaboration across our global teams

Your profile

- University degree in a relevant field
- Proficiency in Microsoft Office 365 (Excel and PowerPoint knowledge is mandatory)
- Self-driven, disciplined, and eager to learn in an agile, fast-paced environment
- Excellent communication skills in English
- Experience with SAP SuccessFactors (Learning Management) is a plus
- Ability to work in a hybrid environment and collaborate with global teams



Job ID

REF87228F

Field of work

Human Resources

Location

Timișoara

Leadership level

Leading Self

Job flexibility

Hybrid Job

Legal Entity

**ContiTech Thermopol Romania
S.R.L.**

Our offer

What we offer:

- **The 13th salary** – Paid once a year, in December;
- **Meal tickets** - With a value of 40 Ron;
- **Private Health Insurance** – Health is the most important, so we offer you a medical subscription through Signal Iduna;
- **Referral bonuses** - We encourage colleagues to refer new candidates to us and, at the same time, to get the chance to receive a bonus;
- **Bookster** – Feed your body and your mind. You can borrow books and you'll receive them at the office;
- **Sports benefits**- It's important to stay active, so we offer you the 7Card;
- **Discounts at our partners** – We collaborate with different vendors, and we receive discounts for various products/ services like rubbers, restaurants, kindergartens, etc;
- **System for Rewarding Improvement Ideas** – We have an internal improvement program (Continental Idea Management) that allows you to come up with ideas and to be honored with an attractive bonus (this is established by the CIM team according to your improvement idea);
- **Happy days** – If you or your child is getting married, or you become a parent, you receive some extra free days;
- **Life events celebration** - If your family is growing, we praise your newborn with a bonus;
- **Unfortunate events** - In case of unhappy events in your life, we support you by offering you free days and financial support (handled on a case-by-case basis);
- **Extra vacation days** – You begin with 22 vacation days/year, and starting with the 3rd year with us, we offer you 1 more day of vacation and, afterward from 2 to 2 years you'll get one more extra day (the maximum you can achieve is 27);
- **Transport from the Timisoara area** – You can choose to come with the bus provided by the company if you'll work from the plant location/office;
- **Professional development** - Many opportunities to develop yourself within the company;
- **Diversity and multicultural mindset** - We encourage you to join us no matter who, where, or what you are. We have colleagues from different nations and a variety of languages are spoken in our company.

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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 2022, Continental generated sales of €39.4 billion and currently

employs around 200,000 people in 57 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.