

# Human Resource Generalist

## Your tasks

Works closely with management with management in the implementation of corporate policies related to human relations, organizational and employee development at the business unit or division level. Consults with employees and managers to address root causes of human resources issues, attempting to resolve employee relations issues with a systematic approach.

Participates in company-wide programs and initiatives. Assists senior management in the development of solutions through organizational development and cultural and process-oriented perspectives. Key skills and abilities include coaching, influencing, facilitation, presentation, communication, process development, analysis and problem solving. Working knowledge of HR law, EEOC, AAP, policy interpretation.

## HOW YOU WILL MAKE AN IMPACT

- Will assist in the formulation of compensation objectives, manpower goals, personnel policies and procedures.
- Advanced knowledge of preparing and delivering presentations; excellent written capabilities
- Ability to analyze and interpret policy and make sound recommendations to business.
- Guides employees and superiors in employee relations conflict resolution (i.e. absenteeism management, working schedules coordination, performance improvement action planning)
- Manage the over all recruiting process and out reach for both salaried and hourly roles within the facility.
- Aid in the transformation of the Norfolk plant to the employer of choice in the area.
- Manage the HR department when the HR Manager is out of the plant.

## Your profile

### WHAT YOU BRING TO THE ROLE

- Bachelor's degree in Human Resources or a related field
- 2+ years of relevant experience in Human Resources
- Demonstrated ability to proactively manage HR-related activities
- Strong written and verbal communication skills
- Proven experience in recruiting and talent acquisition

### ADDITIONAL WAYS TO STAND OUT

- 5+ years of relevant experience in Human Resources

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.



Job ID  
**REF87448M**

Field of work  
**Human Resources**

Location  
**Norfolk**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Legal Entity  
**ContiTech USA, Inc.**

No Relocation provided for this role

## **Our offer**

### **THE PERKS**

- Immediate Benefits
- Paid Time Off
- Tuition & Employee Discounts
- Annual Bonus
- Employer 401(k) Match

And more benefits that come with working for a global industry leader!

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

### **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.

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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.