

Head of HR Jeonju plant

工作职责

General Management and Strategy

- Manage and coordinate all HR activities for the plant
- Translate plant HR strategy into action plans and ensure implementation
- Drive the implementation of the Corporate HR Initiatives in the Location (e.g. culture development, diversity)
- Contribute to strategic and operative planning of the plant/operations unit (e.g. with respect to investments, capacity and headcount planning)
- Ensure the achievement of HR targets according to internal and external customer expectations (e.g. high quality of processes, data management and tools)
- Participate in HR reviews and audits and implement required actions
- Balance responsibility appropriately as both a business and employee advocate
- Initiate and implement continuous improvement activities by applying CBS methods and training measures (e.g. lean administration)
- Initiate and control investments for HR equipment (e.g. HR software tools, external trainings, etc.)
- Interface to segment, BU or BA functions in order to gather local HR requirements and demands and other feedback
- Participate in and/or steer global or local HR related and cross-functional projects
- Act as a change agent by consulting and supporting management within change projects
- Define and implement HR Change projects
- Consult organization during times of change (e.g. restructuring, acquisitions)
- Ensure a successful and effective HR Communication for the location

Recruitment & Branding

- Develop and coordinate the Recruitment & Selection strategy and processes to assure the best talent acquisition for the company according to the departments needs
- Communicate with the hiring manager for hiring position and check their needs and Job Description
- Manage search firm by giving clear direction toward the open position



职位号码

REF88344R

工作职能
人力资源

所在地
Wanju-gun

领导力级别
领导团队

工作场所灵活度
现场办公

法律实体名称
ContiTech Fluid Korea Ltd.

and evaluate their performance and extend the contract

- Set up the regulation of Internal hiring employee and Manage the internal job transfer pool and conduct the process upon job opening
- Conduct exit interview and analyze accumulated exit interview data for turn-over rate reduction plan
- Implement a Student Internship Program
- Manage a Veterans and disable employee hiring
- Manage a foreign employee (supporting the extend visa contract)

Learning and Development

- Supervise and generate strategies for a high development culture, HR tools, talent development, competences development, Key Players Program, Mentoring, Coaching, Scholarships, and Corporate Programs etc.
- Manage and conduct Newcomer orientation
- Manage employee training & development yearly plan
- Plan and conduct employee statutory training (Sexual Harassment prevention training etc.)
- Set up a performance review process and manage overall process including employee
- Communications
- Set up the Training Sponsorship Policy and Procedure

Labor Relations

- Manage a joint labor-management committee conference
- Plan and conduct employee overtime work reduction project to settle 52 hours of working place
- Set up the new process of employee probation to reduce legal risk but achieve fairness of its process
- Review an employment of regulations and conduct all process of renew employment regulation

Compensation & Outsourced Payroll

- Follow up to the compensations and benefits strategies, assuring internal equality and employee's competitiveness.
- Implement Regular Payroll, Severance Pay, and social insurance with outsourced vendor
- Social Insurance management (Acquisition, Loss, Change of social insurance)
- Support the whole process of Year-end Tax Adjustment
- Payroll related data management (Cost allocation etc.)

Benefit

- Implement selective working hours and Analyzing the status
- Manage a Group Medical & Life Insurance for Employees (Analyzing the cost and renew it)
- Annual Leave management (Implement Leave System Enhancement Project)
- Manage the Long service award
- HR & administration needs from plant

职位要求

- Degree in Human Relations, Business Administration or related field

Or Minimum 5 years of experience in the same field

- Great Interpersonal and communication Skill
- Business level of English speaking, reading and writing
- Computer: MS office Expert including MS Excel, MS Word, MS PowerPoint

我们可以提供

콘텐츠와 함께할 준비가 되셨다면, 온라인 입사지원으로 그 첫 걸음을 시작하세요.

关于我们

With sales of € 39.2 billion in 2015, Continental is among the leading automotive suppliers worldwide and currently employs more than 215,000 employees in 55 countries. The Chassis & Safety division develops and produces integrated active and passive driving safety technologies as well as products that support vehicle dynamics.

The product portfolio ranges from electronic and hydraulic brake and chassis control systems to sensors, advanced driver assistance systems, airbag electronics and sensorics as well as electronic air suspension systems all the way to windscreen washer systems and headlight cleaning nozzles. The focus lies on a high level of system competence and the networking of individual components.

Thus products and system functions are developed along the SensePlanAct chain of effects. They form the foundation for automated driving. Chassis & Safety employs more than 40,000 people worldwide and generated sales of approximately € 8.4 billion in 2015.

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