

## HR Associate/Generalist

### 工作职责

We're looking for a motivated team member who is eager to grow, learn, and make an impact. This role is a great opportunity for someone ready to take the next step in their career and apply their existing skills in new ways. We value curiosity, adaptability, and a strong desire to continue developing professionally. If you're passionate about learning and contributing to a collaborative environment, we'd love to hear from you.

In this role you will perform human relations functions to help build a strong organizational team of motivated and competent associates. Participates in day-to-day operations of the Human Resource office through administration of policies, procedures and programs. Responsibility in all HR related functional areas including payroll administration, leave administration, administration activities associated with the union contract, training and development, benefits, compensation, Human Resource Information System (HRIS) and recruiting.

### HOW YOU WILL MAKE AN IMPACT

- Payroll lead for the location. Includes all weekly payroll activities.
- Primary leave coordinator for the location. Including tracking of attendance and FML.
- Assist with recruiting and selection processes, mainly for plant associate positions. Inclusive of candidate tracking through the use of necessary recruiting tools and software.
- Enter data in an accurate and timely manner into the Human Resource Information System (HRIS)
- Assist in planning and coordinating employee relations and recognition events
- Develop and maintain a positive relationship with Union leadership
- Assists in conflict resolution with all levels of the organization
- Performs new employee onboarding, inclusive of benefits enrollment activities
- Assists in the annual benefits open enrollment process and employee benefits administration
- Responsible for the location Affirmative Action Plan
- Participate and lead select employee committees.

### 职位要求

#### WHAT YOU BRING TO THE TABLE

- Bachelor's degree in Human Resource Management or related Business or Social Science field.



职位号码  
**REF91018R**

工作职能  
人力资源

所在地  
马里斯维尔

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  
**ContiTech USA, Inc.**

- Internships/work within the field of HR
- Must possess and embody the highest level of professionalism and ethical standards.
- Must possess outstanding interpersonal skills, including skills in conflict resolution.
- Must be able to manage multiple projects with minimal supervision
- Must be able to work in a fast-paced environment and adapt to frequent interruptions and change.
- Must have the ability to work with all levels of the organization
- Demonstrated capabilities relevant to the role, with the ability to apply prior experience in new or broader contexts.
- Strong learning agility and openness to developing new skills.
- Proven ability to collaborate, take initiative, and adapt to changing priorities.

#### ADDITIONAL WAYS TO STAND OUT

- 2+ years of experience within HR
  - Preference for individuals with HR experience within a manufacturing environment.
  - SHRM Certified Professional (SHRMSCP) or Professional of Human Resources (PHR) certification preferred
- 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.

我们可以提供

#### THE PERKS

- Immediate Benefits
  - Paid Time Off
  - Tuition Assistance & Employee Discounts
  - Employer 401(k) Match
  - Competitive Bonus Programs
  - Employee Assistance Program
  - Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

EEO / AA / 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, 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.

#### **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 800-821-2727. 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

Continental is a leading tire manufacturer and industry specialist that develops and produces sustainable, safe and convenient solutions for automotive manufacturers as well as industrial and end customers worldwide. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 people in 54 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 39,000 employees in

more than 40 countries and sales of some 6.4 billion euros (2024), the global industrial partner is active with core branches in Asia, Europe and North and South America.