

# Human Relations Manager

หน้าที่ความรับผิดชอบในงานของคุณ

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.

The HR Manager performs human relations functions to help build a strong organizational team of motivated and competent associates. Participates in the day-to-day operations of the leadership of the plant through headcount planning, budgeting, policy development, Union management, and talent recruitment and development. Participates in day-to-day operations of the Human Resource office through the administration of policies, procedures and programs. Responsibility in all HR-related functional areas, including labor relations, payroll administration, training and development, benefits, compensation, Human Resource Information Systems, and recruiting.

## HOW YOU WILL MAKE AN IMPACT

- Oversee recruitment, selection and onboarding of employees in compliance with company policies and union agreements. Inclusive of candidate tracking through the use of necessary recruiting tools and software.
- Coordinate with department leads to forecast staffing needs
- Primary contact for employee concerns, grievances and workplace disputes and manage conflict resolution with all levels of the organization
- Labor Relations
  - Develop and maintain a positive working relationship with the Union Leadership
  - Process grievances per the Union contract
  - Represent the company in grievance and arbitration proceedings
  - Union negotiations with union representatives
- Educate employees and supervisors on policies, procedures and expectations.
- Plan and direct employee relations and recognition events
- Responsible for deployment of performance management and improvement processes
- Support Payroll and Benefits activities
- Play a strategic plant leadership role

โปรไฟล์ของคุณ

## WHAT YOU BRING TO THE ROLE

- Bachelor's degree in Human Resource Management or related



รหัสตำแหน่งงาน

**REF91477B**

สาขางาน

งานพนักงานสัมพันธ์

ที่ตั้ง

สิงคโปร์

ระดับความเป็นผู้นำ

**Leading People**

ความยืดหยุ่นในการทำงาน

ทำงานในบริษัท

นิติบุคคล

**ContiTech USA, Inc.**

Business or Social Science Field and 7+ years of HR Experience. 14+ years of HR experience in lieu of a Bachelor's degree

- Strong level of professionalism and ethical standards
- Must have outstanding interpersonal skills, including conflict resolution
- Ability to work with all levels of the organization
- Must be able to manage multiple projects with minimal supervision

#### ADDITIONAL WAYS TO STAND OUT

- Bachelor's degree preferred
- Preference for individuals with HR experience in a manufacturing environment
- Strong experience with unions, collective bargaining, and contract administration
- Experience leading HR initiatives such as succession planning, training, and performance management
- Experience with HRIS and timekeeping systems (SAP)

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.

No relocation provided for this role

ข้อเสนอของเรา

#### 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-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.

เกี่ยวกับเรา

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.