

Internal HR Control System & Audits Specialist (m/f/d)

Your tasks

Internal Control System (ICS)

- Design and maintain the HR ICS framework within the shared services environment.
- Define, document, and regularly update control descriptions, test procedures, and process-risk-control matrices (PRCMs) for core HR processes (e.g., payroll, personnel administration, time & attendance, data management).
- Perform regular control testing, self-assessments, and walkthroughs to verify operating effectiveness.
- Identify control gaps or weaknesses and initiate timely remediation actions in collaboration with process owners and stakeholders.

Audit Management & Compliance

- Act as the key contact for internal and external auditors during HR-related audits and reviews.
- Coordinate the collection of audit evidence and ensure timely responses to audit queries.
- Monitor the implementation of audit recommendations and track status of corrective actions.
- Ensure compliance with corporate policies, regulatory requirements (e.g., GDPR), and local labor laws.

Risk & Issue Management

- Identify, assess, and document process risks and support their mitigation through control design or improvement.
- Support risk reporting activities and contribute to regular risk-control dashboards or reviews with leadership.
- Maintain awareness of emerging risks in HR service delivery and regulatory landscapes.

Reporting & Documentation

- Maintain accurate and up-to-date documentation of all control activities and evidence logs.
- Provide regular reporting on control performance, exceptions, and audit readiness.
- Contribute to compliance KPIs and internal control performance metrics.

Collaboration & Support

- Work closely with HR Services Delivery, Global Process Owners, IT, and Compliance functions to ensure cross-functional alignment.
- Provide guidance and training to HR teams and shared service agents on control-related topics and audit readiness.
- Promote a strong internal control and compliance culture within the HR Shared Services Center.



Job ID
REF91535D

Field of work
Human Resources

Location
Timișoara

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
S.C. ContiTech Romania S.R.L.

Your profile

- **Education & Experience** - Bachelor's or Master's degree in HR, Business Administration, Audit, Finance, or a related field. Three to five years of experience in internal controls, audit, compliance, or HR service operations.
- **Expertise with Workforce Data Management** - Strong understanding of HR processes, shared services models, and control frameworks (e.g., COSO, SOX). Experience with HRIS platforms (e.g., SAP SuccessFactors, Workday) and process documentation tools. Familiarity with GDPR, labor law, and other HR-related compliance regulations is a plus.

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 (the CIM team establishes this 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);
- **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.

Ready to drive with Continental? Take the first step and fill in the online application.

About us

Coming from Continental, **Original Equipment Solutions (OESL)** is emerging as a stand-alone global leader in the automotive sector, with over 17,000 employees and €2 billion in annual sales. Operating in 15 countries across 35 locations, including technology centers, OESL will build on Continental's rich legacy to deliver high-quality parts to major OEMs and commercial vehicle customers worldwide.

OESL - Original Equipment Solutions, For Future Mobility.

Are you ready to move Forward Together with a global, dedicated, and experienced team?

Join us and take the opportunity to contribute to our future in the fundamentally changing automotive industry with your new role in the stand-alone Business Area Original Equipment Solutions. Your new place to work is flexible and will be defined later (hybrid).

About Original Equipment Solutions:

With more than 17.000 employees and around 2bn€ sales, present in 15 countries with 35 locations and tech centers, OESL is a global player in the automotive sector with extended material competence in rubber, plastic, and metal, serving all major OEMs and commercial vehicle customers' needs with millions of parts in high quality.