

HR Global Process Owner – Workforce Data Management

Your tasks

Process Ownership & Governance

- Own and define the end-to-end Workforce Data Management process, covering employee master data creation, maintenance, integration, and deactivation.
- Develop and maintain process documentation, including Process Design Documents (PDDs), SOPs, and data flow diagrams.
- Set and enforce global data entry standards, validation rules, and quality control mechanisms.
- Ensure alignment of data processes with HR systems architecture (e.g., SAP SuccessFactors, local HRIS, payroll solutions).

Object Naming Standardization

- Define and enforce naming conventions and taxonomy standards for key HRIS objects such as: Departments / Organizational Units, Job Titles / Positions, Locations, Cost Centers, Job Families, and Grades
- Collaborate with global and local HR teams to standardize and maintain naming logic across all relevant systems.
- Ensure consistency of naming for use in reporting, integrations, self-services, and user interfaces.
- Manage change control processes related to object creation or renaming and document decisions in a central governance repository.

Data Quality & Control

- Monitor data accuracy, completeness, and consistency across all systems and geographies.
- Lead initiatives to reduce data errors, duplicates, and manual corrections through automation, training, and system enhancements.
- Implement data governance practices, including roles, responsibilities, and escalation processes for data correction and exception handling.
- Collaborate with internal controls and audit teams to ensure compliance with data privacy, legal, and regulatory requirements (e.g., GDPR).

Cross-Functional Collaboration

- Act as the interface between HR, IT, Finance, and external service providers to ensure smooth data flows and integration.
- Support HR analytics, compensation, and reporting teams with high-quality, reliable workforce data.
- Guide system configuration decisions and data field usage across platforms to preserve process and reporting integrity.

Performance Monitoring & Improvement

- Define and track key performance indicators (KPIs) related to data



Job ID
REF91536C

Field of work
Human Resources

Location
Timișoara

Leadership level
Leading Self

Job flexibility
Hybrid Job

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

quality, timeliness, and operational efficiency.

- Analyze data issues and user behavior to identify process improvement opportunities.
- Lead or support global projects focused on data migration, system upgrades, HR technology enablement, or service transitions.

Your profile

- **Education & Experience** - Bachelor's or Master's degree in HR, Information Systems, Business Administration, or related field. Five+ years of experience in HR master data management, HRIS process ownership, or HR operations in a global environment—preferably in the automotive or industrial sector.
- **Expertise with Workforce Data Management** - Strong expertise in HR data governance, HRIS configuration, and data object structures (e.g., positions, departments, org units). Hands-on experience with global HR systems (e.g., SAP SuccessFactors, Oracle HCM, Workday). Demonstrated success in process standardization and naming convention implementation across complex organizations.

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.