

HR Specialist

工作职责

Social Security & Statutory Compliance

- Manages and ensures compliance with statutory social security schemes including Provident Fund (PF), Employee State Insurance (ESI), Gratuity, Pension, and other applicable labour welfare legislations.
- Coordinates with payroll, HR Operations, and external agencies to ensure accurate and timely social security contributions and filings.
- Guides employees and managers on social security benefits, eligibility, claims, and statutory entitlements.
- Handles employee queries related to PF/ESI enrollment, transfers, withdrawals, nominations, and exits.
- Ensures availability, accuracy, and audit readiness of social security and statutory compliance records.
- Liaises with government authorities, auditors, and statutory bodies for inspections, audits, and compliance matters.

HR Operations

- Ensures effective HR processes by collaborating with HR Operations regarding the portfolio of HR related services (e.g. payroll, HR data..)
- Ensures employee data accuracy.
- Ensures data availability and quality of the audit/compliance related records (i.e. record of compensation decisions).
- Monitors time management ensures legal compliance and trigger actions if needed due to labour requirements.

Compensation & Benefits

- Executes Job Evaluation based on local, country or/and cooperation policies.
- Consults on Compensation Policies and Programs, Benefits & Pensions to assist business needs.
- Steers and facilitates annual Salary Review.

Performance Management

- Supports and guides managers in performance management processes in accordance with country specific legal regulations, CoE guidance, and company guidelines.

Labor & Employee Relations

- Acts as a single point of the contact for all topics (which are not covered by Shared Services) for the employees and managers in area of responsibility.
- Ensures compliance to all relevant regulations.
- Guides employees and superiors in employee relations conflict management.
- Responds to employee relation issues such as employee concerns,



职位号码

REF92671M

工作职能

人力资源

所在地

Sonipat

领导力级别

个人贡献者

工作场所灵活度

混合式办公

法律实体名称

ContiTech India Pvt. Ltd.

harassment and discrimination complaints. Conducts internal investigations as necessary.

- Acts as company representative towards external parties (courts, fairs, local networks, authorities..), if assigned.

Reporting

- Continuously evaluates performance according defined Key Performance Indicators (KPIs) and Operating Figures.
- Summarizes and completes reporting within the local Organization and publishes reporting results.

Strategic Partner

- Guides employees and managers in HR related matters (supports in decision making and acts as consultant).
- Leads them to the right point of contact and promotes the full portfolio of HR related services (e.g. payroll, data administration).
- Consults with Centers of Expertise (CoE) regarding the full portfolio of HR related processes (e.g. Compensation & Benefits) and address business needs in direction of CoE.
- Ensures consistent application and compliance of defined HR Policies, Programs and Procedures.

Change Agent

- Introduces/ implements new HR related services, systems & processes (from Shared Services and CoE's) into assigned organization.
- Leads and implements HR projects in the assigned area of responsibility.
- Participates in other business projects, representing with general HR knowledge to achieve the project deliverables.
- Acts as a role models of our company values and culture.

职位要求

- Masters in social work with minimum 4 Years of Experience.

我们可以提供

- Good knowledge of labour laws and social security legislations.
- Hands on experience with MIS.
- Knowledge on Power BI & Analytical skills.

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关于我们

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On

October 8, 2021, the company celebrated its 150th anniversary. The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.