

Specialist HR Services - CT HRCOM SGS - CTBC

Your tasks

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As part of our HR team, we're seeking a skilled Specialist HR Services to manage, monitor, and support critical HR processes that remain in-house after outsourcing transactional services to a BPO. You'll work across Workforce Data Management, Time & Attendance, and Payroll, handling complex and sensitive cases, ensuring compliance, supporting audits, and leading internal coordination for legal, system, and policy changes.



Job ID

REF92926B

Field of work

Human Resources

Location

Timișoara

Leadership level

Leading Self

Job flexibility

Hybrid Job

Legal Entity

**ContiTech Thermopol Romania
S.R.L.**

Vendor Management & Stakeholder Management

- Monitor the service delivery of the BPO and other vendors and address any service gaps.
- Serve as the contact point for in-house HR Services in defined countries to ensure quality services are delivered on time effectively according to the agreed SLA and KPIs.

System Support

- Manage change requests in accordance with business needs and legal requirements.
- First validation of change requests and forwarding to HR IT for further validation, documentation of change requests and system changes
- Monitor and describe legal regulation changes in the countries of responsibility and steer internal decision-making process with stakeholders.
- Final approval of system adjustments by the BPO, as well as communication and coordination of necessary tests by locations.
- Provide HR system support for defined HR systems. Coordination of needed changes / adjustments.

Project Management

- Participate in HR projects related to system / process improvements / digitalization
- Ensure project documentation is complete, current, and stored appropriately.

Your profile

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Qualifications

Education & Experience

- * Degree in Human Resources, Business Administration, Payroll, Finance, or related field.
- * 5+ years of experience in HR operations, payroll, or shared services in a multinational setting.
- * Experience working with HRIS and Payroll systems (e.g., SAP SuccessFactors, SAP HCM, Workday).
- * Strong attention to detail, analytical mindset, and comfort handling complex scenarios and escalations.
- * Compensations and benefits expertise will be a strong plus.
- * Effective communicator and collaborator across stakeholders, vendors, and external bodies.
- * Advanced English knowledge.
- * Strong knowledge with HR Services Delivery - Knowledge of Workforce Administration, Time Management, and Payroll processes.
- * Understanding of local labor law, social security, tax regulations, and compliance/audit standards.
- * Experience in management of Payroll Vendors and governance.

Our offer

What We Offer:

- **The 13th salary** – Paid once a year, in December;
- **Meal tickets** - With a value of 40 Ron;
- **Hybrid schedule** – Work-life balance is important, so we offer a flexible schedule. Please agree on this with your superior;
- **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 gives you the opportunity to come up with ideas and to be honored with an attractive bonus (this is established by the CIM team 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);

- **Transport from the Timisoara area** - You can choose to come with the bus provided by the company if you'll work from the plant location/office;
- **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

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 2023, Continental generated sales of €41.4 billion and currently employs around 200,000 people in 56 countries and markets.