

Global HR Systems User Access Provisioning Specialist - Tires

Ihre Aufgaben

The role Global HR Systems User Access Provisioning Specialist is part of Global HR Services – HR Systems Operations. This role is central to ensuring secure, timely, and compliant user access while continuously improving access related processes for our external HR services provider.

Your tasks include:

- Create, update and deprovision Active Directory (AD) accounts for external users based on approved requests.
- Enable and configure users in the internal Business Partner Access tool.
- Maintain accurate records of users for audit and compliance purposes.
- Periodically monitor the access usage.
- Ensure and control defined support processes to keep service level agreements (incident management, user requests).
- Develop, document, and continuously improve operational processes across HR digital solutions, contributing to knowledge articles, standard operating procedures, and training materials.
- Complete regular data quality reviews and audits.
- Manage tasks & processes within a complex, global organization and handle various stakeholders.
- Collaborate closely with internal teams (Global HR Services and IT Infrastructure) as well as coordinators from the external service provider to ensure smooth day to day operations and effective issue resolution.



Job ID
REF93574P

Arbeitsbereich
Personalwesen

Standort
Timișoara

Leadership Level
Leading Self

Job Flexibilität
Hybrid Job

Rechtliche Einheit
S.C. Continental Automotive Products S.R.L.

Ihr Profil

- You have a university degree in a related field, such as Computer Science or Human Resources.
- You have previous experience in an operations, system support, or access provisioning role, ideally within an HR, shared services, or IT service environment.
- You have previous experience with user access management and system authorizations, preferably with HR systems or identity related tools.
- You know your way around Microsoft Office 365 suite as a user.
- English comes to you easily (~95 % of the job is in English).
- You can work and collaborate well in a hybrid environment.
- You have a strong interest in digital tools, systems, and workflows, with a willingness to understand how technology supports business processes.
- You can adapt your communication to different audiences.
- You enjoy learning new things.
- You are responsible and organized.

- You pay attention to details.

Unser Angebot

What we offer:

- 13th salary
- Performance bonus
- Christmas & Easter bonus
- Seniority bonus
- Flexible working time;
- Home office;
- Competitive salaries & benefits;
- Health & wellness (Life Assurance, Private Health and Dental Insurance, Sport activities, Canteen, 24/7 Helpline with Psychologists etc.);
- Different discounts (tires, glasses, medical, shopping, etc.)
- Relocation bonus for non-Timisoara Residents
- Professional development opportunities (in Technical and Leadership Areas);
- International Work Environment & Traveling Opportunities.

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

Über uns

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €19.7 billion in 2025 and currently employs around 78,000 people in 54 countries and markets.

Tire solutions from the **Tires group sector** make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2025, the Tires group sector generated sales of 13.8 billion euros. Continental's tire division employs more than 56,000 people worldwide and has 19 production and 16 development sites.