

HR Business Partner

Your tasks

The HR Business Partner is the central point of contact for all HR topics within his/her area of responsibility for managers and employees. By providing expert HR advice, the HR Business Partner creates a trust building partnership with his/her internal customers, develops solutions, plans and executes the implementation in order to ensure high quality HR work.

The HR Business Partner is a strategic partner with his/her business clients (business team) and balances the role of being both a business and employee advocate. He or she ensures best fit and enables transformation.



Job ID

REF93956S

Location

Santiago de Querétaro

Leadership level

Leading Self

Job flexibility

Hybrid Job

Legal Entity

Continental Tire de México, S. de R.L. de C.V.

- Enables both the short-term and long-term strategy of the local business clients in line with corporate policies related to human relations, organizational and employee development by defining and implementing the appropriate HR strategic initiatives required to meet the defined business strategy (e.g. Strategic Workforce Planning, HR Transformation)
- Guides employees and supervisors 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, recruiting)
- Ensures consistent application and compliance of defined HR Policies, Programs and Procedures
- Actively identifies gaps, proposes and implements changes necessary to cover risks
- Maintains the collaboration with all the stakeholders
- Accompanies and implements (business) change projects in his/her area of responsibility together with management of respective organizational units and internal/external experts (if applicable)
- Introduces/ implements new HR related services, systems & processes
- Acts as a role models of our company values and culture
- Recruiting & Staffing
 - Driving sourcing and selection of best fit candidates
 - Developing and updating job descriptions and job specifications (current position, open positions and new ones)
- Acts as a talent scout in the organization and provokes positive changes in the talent management
- Drives readiness of talent through proper succession planning in line with the business needs
- Supports and guides managers as well as individual employees in talent and performance management processes in accordance with country specific legal regulations, and company guidelines
- Ensures execution of talent management measures
- Drives competency management by identifying gaps and proposing (training) measures
- 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
- 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 effective HR processes by collaborating with HR Operations regarding the full 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, training certificates, exit interviews)
- Continuously evaluates performance according defined Key Performance Indicators (KPIs) and Operating Figures

Your profile

Academic background: Bachelor degree at Business Administration, Psychology, Industrial Relations, Human Resources

Advanced English level: B2 / C1

Strong skilled, with at least 3 years of experience in

- Project management experience
- Labor & Employment Law Application
- Workforce Planning & Scheduling Analytics
- HR Operations & Systems
- Project management
- SAP applications
- Advanced level Excel
- Planning, Organizing, Executing
- Stakeholder Influence at the Frontline
- Decisiveness Under Pressure
- Conflict Resolution & Difficult Conversations
- Process Discipline & Continuous Improvement

Our offer

Continental we are committed to building an inclusive and discrimination-free ecosystem in Mexico, these principles are rooted in our corporate philosophy and culture. Therefore, it is totally forbidden to request a pregnancy or HIV test as part of our selection processes.
#LI-AT1At

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 2022, Continental generated sales of €39.4 billion and currently

employs around 200,000 people in 57 countries and markets.