

# Talent Acquisition Specialist / Recruiting Specialist

## Your tasks

Are you dedicated, motivated, and enjoy finding the right candidates for the right positions? Then support ContiTech US and become part of our global recruiting team!

## HOW YOU WILL MAKE AN IMPACT

- Manage the full cycle recruitment process from intake meeting to onboarding
- Partner closely with Hiring Managers and HR Business Partners to define role requirements, hiring strategies and timelines
- Create and publish attractive and inclusive job postings aligned with corporate guidelines and target group needs
- Proactively source and engage candidates via job boards, social media, talent pools, referrals and direct search
- Screen applications, conduct interviews and coordinate assessment steps
- Ensure a positive candidate experience through transparent and timely communication
- Coordinate and facilitate interviews, feedback rounds and selection decisions
- Maintain accurate and up to date data in the Applicant Tracking System (ATS)
- Collaborate with external partners such as recruitment agencies or job boards when required
- Contribute to continuous improvement of recruiting processes, tools and KPI's

## Your profile

### WHAT YOU BRING TO THE ROLE

- Bachelor's Degree in Human Resources, Business Administration or a related field
- 2+ years in Recruiting or Talent Acquisition (in house or agency)
- Solid understanding of end to end recruiting processes
- Experience working with ATS systems and recruiting tools
- Strong communication and stakeholder management skills
- Ability to manage multiple vacancies in a fast paced environment
- Structured, detail oriented and solution focused working style
- High level of customer orientation and professionalism
- Fluent in English (written and spoken); additional languages are a plus

The expected annual salary range for this role is \$70-85k a year. This position is also eligible for a variable incentive program. Salaries are based upon candidate skills, experience, and qualifications, as well as market and business considerations.

Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas now or in the future for this job



Job ID  
**REF94808Z**

Field of work  
**Human Resources**

Location  
**Fairlawn**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

Legal Entity  
**ContiTech USA, Inc.**

posting.

No relocation provided for the role

## **Our offer**

### **THE PERKS**

- Immediate Benefits
  - Paid Time Off
  - Tuition Assistance & Employee Discounts
  - Employer 401(k) Match
  - Competitive Bonus Programs
  - Employee Assistance Program
  - Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

information will be kept confidential according to EEO guidelines.

### **EEO-Statement:**

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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

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## About us

Continental is a leading tire manufacturer and industry specialist that develops and produces sustainable, safe and convenient solutions for automotive manufacturers as well as industrial and end customers worldwide. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 people in 54 countries and markets.

ContiTech is one of the world's leading industry specialists. The Continental group sector offers its customers connected, environment-friendly, safe and convenient industry and service solutions using a range of materials for off-highway applications, on rails and roads, in the air, under and above the ground, in industrial environments, for the food sector and the furniture industry. With about 39,000 employees in more than 40 countries and sales of some 6.4 billion euros (2024), the global industrial partner is active with core branches in Asia, Europe and North and South America.