

# HR / Immigration Coordinator

## 工作职责

The HR Coordinator supports the organization's U.S. immigration and core HR programs by providing case administration, compliance tracking, and employee support. This role partners with external immigration counsel and internal stakeholders to coordinate nonimmigrant visa processes, maintain required documentation, and ensure regulatory compliance. In addition, the HR Coordinator administers leave programs, supports onboarding and I-9 verification, and assists with relocation and reporting activities. The position requires strong organizational skills, attention to detail, and the ability to manage multiple compliance-driven processes in a fast-paced environment.

## HR Related Support:

- Responsible for the new hire onboarding process to include weekly new hire orientations, I-9 verification, organization of the new hire orientation materials and information.
- Support the relocation process for new hires including acting as a liaison between the employee and vendor, the vendor relationship and processing the invoice.
- Administer FMLA, state family/medical leave, military leave, personal leave, and company leave programs.
- Review leave requests and determine eligibility in accordance with federal, state, and company policies.
- Provide required notices, rights and responsibilities documentation, and designation notices within mandated timelines.
- Track leave usage, intermittent leave, and return-to-work dates.
- Maintain accurate leave records and case documentation.
- Process all HR related invoices including but not limited to: benefits, relocation, total rewards, immigration, etc.

## Immigration Related Support:

- Assist in the preparation and coordination of nonimmigrant visa petitions (e.g., H-1B) and other visa types as needed based on volume.
- Track case milestones, filing deadlines, expiration dates, and status updates.
- Ensure timely submission of documentation to external immigration counsel.
- Prepare and maintain Department of Labor Public Access Files (PAFs).
- Conduct the labor market test as part of the employment-based green card process, including reviewing and vetting resumes, contacting applicants, coordinating and scheduling interviews, liaising with outside counsel, and organizing supporting documentation for submission to the law firm.



职位号码

**REF94874U**

工作职能

人力资源

所在地

**Fort Mill**

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

**Continental Tire the Americas,  
LLC**

- Provide general process guidance (non-legal) related to nonimmigrant visa petitions (e.g., H-1B) to HR Business Partners, Talent Acquisition, and managers.
- Support communications related to visa expirations, extensions related to nonimmigrant visa petitions (e.g., H-1B).
- Lead and support training sessions on nonimmigrant visa processes, such as H-1B and other applicable classifications (as needed).
- Track invoices and assist with case-related billing coordination.
- Maintain immigration trackers and dashboards.
- Work with the Sr. Immigration Specialist on process improvements related to the immigration program.

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## 职位要求

### Basic:

- Bachelor's degree. In lieu of degree a HS Diploma and 5+ years of related professional experience is required
- Strong organizational skills, attention to detail, and the ability to manage multiple compliance-driven processes in a fast-paced environment
- MS Office experience
- Legal Authorization to work in the US is required. We will not sponsor individuals for employment visas now or in the future for this job opening

### Preferred:

- Bachelor's degree with 2 years of related HR experience
- Prior employment based immigration support experience
- SAP experience
- Strong excel and reporting skills

## 我们可以提供

All your information will be kept confidential according to EEO guidelines.

## THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Competitive Bonus Programs
- Employee 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.

- Hybrid Work
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

#### **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.

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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.