

## HR Business Partner - 2 years determined - CTBC

### Your tasks

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 in line with the Balance of Cooperation (e.g. BU HR)
- 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)
- Leads and implements HR projects in the assigned area of responsibility
- Participates in other business projects, representing with general HR knowledge to achieve the project deliverables
- Consults and guides the organization through times of significant changes (e.g. digital transformation, VUCA world) and supports organizational development
- Acts as a role models of our company values and culture.
- Implements and supports Employer Branding road map and act as an ambassador
- Works closely with Recruiting department or SSC Recruiting or external services for sourcing and selecting the best fit candidates
- 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, CoE guidance, and company guidelines
- Ensures execution of talent management measures
- Derives trends in development needs, alerts organization to critical areas for succession planning, etc.
- Supports local programs (e.g. Onboarding, talent development)
- Guides execution of TMOD Initiatives and measures (e.g. Project management) in area of responsibility
- Drives nominations for Leadership & Talent Development Programs for target groups in the area of responsibility



Job ID  
**REF95310P**

Field of work  
**Human Resources**

Location  
**Timișoara**

Leadership level  
**Leading Self**

Job flexibility  
**Hybrid Job**

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

- 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
- Maintains individual Union & Employee Representative Relationships depending on country approach
- Ensures compliance to all relevant regulations
- Guides employees and superiors in employee relations conflict management
- Responds to employee relation issues such as employee concerns, harassment, and discrimination complaints. Conducts internal investigations as necessary.
- Acts as company representative towards external parties (courts, fairs, local networks, authorities..) if assigned
  
- 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)
- Monitors time management, ensures legal compliance and trigger actions if needed due to labor requirements
- Takes over administrative tasks if it comes to customization and deviations from the standard

## Your profile

- Academic degree
- Several years of HR experience for BU HR BP (Plant/Location HR experience)
- Recommended: Cross-functional Experience - Has gained insight into different departments / functions / BUs (through projects or assignments). Has (ideally) 3 years experience in the relevant function.

## Our offer

What we offer:

- **The 13-th 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);
- **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 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.

The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining, agriculture and other key industries. Guided by the vision of "smart and sustainable solutions beyond rubber," the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.