

# HR Generalist - 2 years determined - CTBC

## Ihre Aufgaben

### Role Overview

The HR Generalist (HR Services Specialist) manages complex HR operations that remain in-house post-outsourcing, overseeing Workforce Data Management, Time & Attendance, and Payroll governance while ensuring compliance.

### Responsibilities

#### Vendor & Stakeholder Management:

- Monitor BPO service delivery and address gaps.
- Serve as contact point for HR Services ensuring SLA and KPI compliance.

#### System Support:

- Manage and validate system change requests.
- Document system changes and ensure proper testing.
- Monitor legal changes and coordinate implementation.
- Oversee BPO adjustments and testing.
- Provide HRIS support.

#### Project Management:

- Participate in HR digitalization projects.
- Maintain project documentation.

## Ihr Profil

### Requirements / Qualifications

- Bachelor's degree in HR, Business, Payroll, Finance, or related field.
- 5+ years HR operations, payroll, or shared services experience.
- Experience with HRIS/Payroll systems.
- Strong analytical and detail-oriented mindset.



Job ID  
**REF95311P**

Arbeitsbereich  
**Personalwesen**

Standort  
**Timișoara**

Leadership Level  
**Leading Self**

Job Flexibilität  
**Hybrid Job**

Rechtliche Einheit  
**ContiTech Thermopol Romania  
S.R.L.**

- Compensation & Benefits expertise is a plus.
- Strong communication and stakeholder skills.
- Advanced English proficiency.
- Knowledge of HR services, labor law, and compliance.
- Experience managing payroll vendors.

## Unser Angebot

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.

## Über uns

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.