

# HR Operations Specialist - SF Employee Central - CTBC

## 工作职责

Join our ambitious HR System Operations Team at ContiTech! We are looking for a dedicated HR System Operations Specialist with a focus on Employee Central to support our data management and quality. This role is part of ContiTech's Service Governance and Systems department and collaborates with all our locations across the world.

**As an HR System Operations Specialist with a focus on Employee Central you will:**

- Manage SAP SuccessFactors Employee Central Incidents: review and resolve incidents opened by internal customers
- Handle User Authorization on our Success Factors Platform: consult on authorization concept & roles, grant & delete permissions, support internal audit processes
- Offer guidance to internal stakeholders when it comes to systems and process related to master data
- Provide reports on request and performance data uploads
- Review release notes and participate in webinars and calls, as well as test new releases and update global training materials accordingly
- Assess and create change requests based on incidents and consult in the different implementation phases
- Create and maintain test catalogues and perform tool testing during daily operations and within project and change management activities
- Facilitate knowledge sharing and collaboration across our global teams

## 职位要求

- University degree in a relevant field
- Proficiency in Microsoft Office 365 (Excel and PowerPoint knowledge is mandatory)
- Self-driven, disciplined, and eager to learn in an agile, fast-paced environment
- Excellent communication skills in English
- Experience with SAP SuccessFactors (EC) is a plus
- Ability to work in a hybrid environment and collaborate with global teams

## 我们可以提供

### What we offer:

- **The 13th salary** - Paid once a year, in December;
- **Meal tickets** - With a value of 40 Ron;
- **Private Health Insurance** - Health is the most important, so we offer you a medical subscription through Signal Iduna;



职位号码

**REF95348M**

工作职能  
人力资源

所在地  
泰梅什堡

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

- **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 allows you 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.

## 关于我们

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.

Guided by the vision of being the customer's first choice for material-driven solutions, the ContiTech group sector focuses on development competence and material expertise for products and systems made of rubber, plastics, metal, and fabrics. These can also be equipped with electronic components in order to optimize them functionally for individual services. ContiTech's industrial growth areas are primarily in the areas of energy, agriculture, construction, and surfaces. In addition, ContiTech serves the automotive and transportation industries as well as rail transport.