

# HR IT Consultant

## Responsabilități

We are looking for a motivated and collaborative HR IT Consultant to join our Global HR Solutions Team. In this role, you will play a key part in supporting and evolving our HR IT landscape, with a primary focus on Master Data and Compensation IT Solutions - currently implemented in SAP SuccessFactors.

As a member of our international team based in Hanover (Germany), Manila (Philippines), and Timișoara (Romania), you'll work in a dynamic, cross-cultural environment that requires flexibility and alignment with EMEA working hours. While your core responsibilities will center around SuccessFactors, you'll also have the opportunity to broaden your expertise by supporting solutions in other areas such as Talent Acquisition, Health, Mobility and Workforce Analytics.

If you're a proactive problem-solver with a passion for digital HR transformation - and you thrive equally in project and stakeholder management as well as hands-on cloud system implementation - this could be the ideal opportunity for you.

## Project Management:

- Ensure adherence to efficient purchasing processes, including timely involvement of purchasing department and maintaining transparent communication
- Lead projects according to established Project Management principles, with a primary focus on IT realization and coordination of vendor and in-house resources
- Collaborate effectively with Business Process Consultants to define and align technical ContiTech standards for new projects and enhancements
- Implement and maintain technical ContiTech standards as close to standard as possible to maximize scalability and maintenance efficiency
- Deliver successful and timely implementation of enhancements and projects, including new functionalities and applications

## Project Budget:

- Develop and track project requests as required
- Oversee and manage the purchasing process throughout the project lifecycle, including CEOS shopping card creation and payment procedures
- Generate and communicate accurate project budget updates through the forecast process
- Maintain high reliability of project Budget and Forecast, ensuring requested budgets are consumed or adjusted in a timely manner

## Technical Documentation:



Job ID  
**REF95658D**

Domeniul de activitate  
**Taguig City**

Nivelul de Leadership  
**Leading Self**

Flexibilitatea programului de lucru  
**Hybrid Job**

Persoană juridică  
**Continental Global Business Services Manila, Inc.**

- Ensure the availability and quality of technical documentation for both vendor and internal development projects
- Maintain up-to-date and accurate information in internal documentation tools (LeanIX)

#### **Change Management:**

- Develop comprehensive technical concepts for changes
- Execute changes and provide dedicated hyper-care support

#### **Knowledge Management:**

- Implement and utilize lessons learned across teams and Competence Centers
- Commit to continuous learning and sharing of state-of-the-art practices and standard utilization, including attendance at relevant IT fairs

#### **Cerințe**

- Academic Degree in Technology or Business Administration or comparable qualification
- Several years of professional experience in comparable role
- Experience in IT Solutions (for HR)
- Business knowledge related to HR is a plus
- Excellent communication and interpersonal skills to effectively collaborate with stakeholders at all levels
- High level of initiative and the ability to drive projects independently
- Customer-orientation with ability to understand and meeting the needs of internal stakeholders, ensuring satisfaction and fostering long-term relationships.
- Business fluent English language skills (spoken and written)
- Willingness to travel occasionally

#### **Oferta noastră**

The well-being of our employees is important to us. That's why we offer exciting career prospects and support you in achieving a good work-life balance with additional benefits such as:

- Training opportunities
- Mobile and flexible working models
- Sabbaticals
- and much more...

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

#### **Despre noi**

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.

Continental Global Business Services in Manila started in June 2012 as Veyance Technologies Inc. and was acquired by Continental AG in January 2015. On the same year, it legally changed the company name to Continental Global Business Services Manila Inc., which reflects its global presence as a full-fledged subsidiary of ContiTech Division in Continental AG.

GBS Manila is composed of five (5) main work streams, structured to make processes centralized, standardized, and in leveraged technology with the support of IT group, Continental Business Systems & RPA Competence Center.

It provides end-to-end, front-to-back services; from customer service, order management, purchasing, invoice to payment, credit and collection, full finance activities, data management, and HR services including payroll, employee benefits and talent acquisition; all built to meet its customers needs.