HR Location Specialist

Feladatok

The HR Location Specialist will:

Coordinate and provide administrative HR services for internal stakeholders, HR department, and external customers. Perform extensive electronic and telephone verbal and written communication, including answering first-level HR inquiries.

ADMINISTRATIVE:

- Coordinate and provide administrative HR services for internal stakeholders, HR department, and external customers.
- Maintaining leaves of absence in SAP.
- Providing general administrative support such as preparing correspondence, forms and reports, arranging meetings, composing regular correspondence, processing confidential reports and documents, filing electronic and hard copy, tracking deadlines, making ID badges and taking down minutes as needed.
- Responding to and putting through various queries from managers and employees, and from other departments.
- Maintaining employee file records up-to-date by handling changes in employee status in timely manner.
- Helping in maintenance of employee directory and company organization charts.
- Providing assistance in monitoring employee performance appraisal process.
- Record maintenance including maintaining recruiting records and files. Maintaining personnel files.
- Coordinate schedules, appointments, travel. Process expense reports, purchase orders.

STAFFING:

- Post open positions (internal and external)
- Schedule candidate interviews and handle necessary expense reimbursement
- Process interview paperwork and follow-up candidate correspondence, as needed
- Monitor and update applicant tracking and correspondence
- Handle background checks & employee physical (drug screening); monitor and report results

NEW HIRE PROCESSING:

- Maintain and track new hire records to include preparation of new personnel files
- Compile & distribute new hire packets, update new hire documents as needed
- Track new hire in-processing procedures: paperwork, medical testing, background investigations, payroll-related items

Job ID
REF96055K

Munkaterület
Humánerőforrás

Telephely
Mount Vernon

Vezetői szint
Beosztott

Munkahelyi rugalmasság
Helyszíni munka

Bér informaciok
55 323 USD éves bruttó

Jogi egység
Continental Tire the Americas, LLC

- Input new hire information into SAP
- Support in-processing of newly hired employees including creating ID Badges.

ADMINISTRATION OF POLICIES AND PROCEDURES:

- Ensure consistent application of Human Resources policies and procedures in relation to staffing/recruitment, new-hire processing, employee personnel records, payroll information, applicant flow logs, and drug testing policies.
- Exercising individual judgment while dealing with potential or real troubles on own initiative and bringing them to manager's attention
- Interpreting, assisting and advising employees and managers regarding applications, leave management and benefit administration, and HR procedures and policies within the specified guidelines.
- Keeping up current issues and matters in the organization related to HR department.

EMPLOYEE RELATIONS

- Administering Mt. Vernon's perfect attendance program
- Coordinating service awards with department managers.
- Responsible for the company store.
- Coordinating birthday certificates and anniversary letters for Mt. Vernon's employees.

VENDOR RELATIONS

- Liaison with HR related vendors including but not limited to temporary service agency, service award agency, uniform agency, and the flower company. Initiate administrative improvements that result in reduced costs, improved processes and/or customer satisfaction.
- Process temporary hours and invoices. Create/generate PO's as required.
- Create reports as necessary.

FMLA/DISABILITY CLAIMS

- Initiate and track FMLA & Disability Claims
- Review and follow up with employees.
- Provide feedback to HR Manager on administration/claim issues that could potentially lead to employee relation issues.

Perform other duties as directed by the Personnel Manager or Human Resources Manager

Profilja

Basic Qualifications:

- Bachelor's Degree in Administrative field
- Legal authorization to work in the U.S. is required. We will not sponsor individuals for employment visas now or in the future for this job posting.
- No relocation assistance is offered for this position

ENVIRONMENT

- Safety is our highest priority and safety procedures/ guidelines must be always adhered to. This includes safety wear such as hearing protection and steel toe shoes while on the plant floor.
- The role involves various physical tasks, including lifting, bending, stooping, pushing, pulling, and with comprehensive training provided.

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THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Employer 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

The starting annual salary for this role is $55,323.

Salaries are based upon candidate skills, experience, and qualifications, as well as market and business considerations

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

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

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 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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Continental is a leading tire manufacturer and industry specialist that develops and produces sustainable, safe and convenient solutions for automotive manufacturers as well as industrial and end customers worldwide. Founded in 1871, the company generated sales of **€19.7** billion in **2025** and currently employs **around 78,000** people in **54** countries and markets.

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 2024, the Tires group sector generated sales of 13.9 billion euros. Continental's tire division employs more than 57,000 people worldwide and has 20 production and 16 development sites.