

# Talent Acquisition Associate

## Ihre Aufgaben

The Talent Acquisition Specialist is responsible for attracting, screening, selecting, and onboarding qualified candidates to meet workforce needs, ensuring the organization acquires top talent that drives business success and growth.

## HOW YOU WILL MAKE AN IMPACT

- Recruit for technical, professional, and other designated positions.
- Partner with hiring managers to align job postings with job descriptions and hiring needs.
- Source candidates through databases, social media, job boards, colleges, and other recruiting channels.
- Review resumes and applications to assess candidate qualifications and job fit.
- Conduct phone screens and interviews using effective selection tools and methodologies.
- Evaluate candidates' knowledge, skills, experience, competencies, and cultural fit.
- Support hiring managers throughout the candidate selection and decision-making process.
- Negotiate employment offers and facilitate the hiring process.
- Coordinate onboarding activities and employment documentation for new hires.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Develop and maintain relationships with colleges and universities to support campus recruiting initiatives.
- Assist in the development, review, and updating of job descriptions and job specifications.
- Monitor recruiting metrics and apply talent acquisition best practices to improve hiring outcomes.
- Build and maintain strong candidate relationships and provide a positive candidate experience.
- Promote and strengthen the organization's employer brand and reputation as an employer of choice.
- Manage applicant tracking systems, candidate databases, and recruiting records.
- Maintain and update internal candidate pipelines and talent pools.
- Contribute to strategic workforce planning, organizational development, diversity initiatives, and talent management programs.
- Support HR planning, audits, organizational changes, and culture development initiatives.

## Ihr Profil

## WHAT YOU BRING TO THE ROLE



Job ID  
**REF98205G**

Standort  
**Clinton**

Leadership Level  
**Leading Self**

Job Flexibilität  
**Onsite Job**

Rechtliche Einheit  
**Continental Tire the Americas, LLC**

- Bachelor's degree in Human Resources, Business Administration, Communications, Psychology, Marketing, or a related field.
- Strong verbal and written communication skills.
- Demonstrated ability to build relationships and collaborate with diverse stakeholders.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities in a fast-paced environment.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint).
- Strong problem-solving and critical-thinking skills.

## **ADDITIONAL WAYS TO STAND OUT**

- Internship, co-op, or campus leadership experience in recruiting, human resources, customer service, or related fields.
- Experience using social media platforms for networking and candidate engagement.
- Familiarity with Applicant Tracking Systems (ATS) or HR technologies.
- Experience coordinating events, projects, or student organizations.
- Interest in talent acquisition, employer branding, and workforce planning.

## **Unser Angebot**

### **THE PERKS**

- Immediate Benefits
- Paid Time Off
- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Competitive Bonus Programs
- Employee 401k Match
- Diverse & Inclusive Work Environment
- 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 ENVIRONMENT**

- Safety is our highest priority and safety procedures / guidelines must be always adhered to. This includes safety wear such as company issued/approved steel toe shoes, safety glasses, hearing protection, etc. as needed in the required areas.
- This role is within a climate-controlled area of the facility.

### **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](mailto: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.

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

## Über uns

### The Company

Continental is a leading tire manufacturer and industry specialist. 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 2025, the Tires group sector generated sales of 13.8 billion euros. Continental's tire division employs more than 56,000 people worldwide and has 19 production and 16 development sites.

Are you ready to shape the future with us?