HR Administrator EMEA (Romania)

Ihre Aufgaben

HR Service Delivery, Governance and Processes

- Support ensuring standardized, compliant, and efficient HR operations across assigned countries
- Analyze and resolve service issues, contributes to process digitalization
- Collaborate with HR Compliance on data protection (e.g., GDPR)
- Deliver training and communicate process changes effectively
- Contributes to defined and implementation of document update and administration procedures.
- Admin support other EMEA countries

Vendor Management

- Collaborate with vendors, send request for update, perform the testing, support between internal functions and systems for specified format
- Participate in meetings with BPO partners and external service provider

Payroll support

- Ensure consistency, accuracy and compliance with local labor laws and corporate standards
- Support governance and compliance for country-specific payroll operations
- Collaborate with external service providers to tasks of payroll, checking of payroll data entered by external providers to SAP and monthly payroll run
- Send to BPO the regulatory changes to ensure payroll accuracy and legal alignment

System Support

- Provide HR system support for defined HR systems in the country of responsibility. Ensure implementation of needed changes / adjustments.
- MyHR Portal
- System authorization management Sharepoint
- Data Management & Reporting: Determine requirements for non-standard reports (including report design, format, fields, frequency, objective)
- Time management: prepare the change request, execute testing, training, hyper-care, etc., exchange with and communicate towards locations.
- Admin support other EMEA countries

Project management

- Participate in HR projects related to system / process improvements /

Job ID
REF98511Z

Arbeitsbereich
Personalwesen

Standort
Timişoara

Leadership Level
Leading Self

Job Flexibilität
Hybrid Job

Arbeitszeit
Vollzeit

Rechtliche Einheit
S.C. Continental Automotive Products S.R.L.

digitalization
- Ensure project documentation is complete, current and stored appropriately

Ihr Profil

- Vocational education with relevant experience in HR or HR IT
- High IT affinity: experience with SAP HCM is a plus
- Solid understanding of HR systems, processes, and HR reporting
- Detail-oriented and solution-oriented
- Strong communication skills and service orientation
- Experience working with external service providers (BPO) is an advantage
- Fluent in English

Unser Angebot

- 13th salary;
- Performance bonus;
- Christmas & Easter bonus;
- Seniority bonus;
- Flexible working time;
- Competitive salaries & benefits;
- Health & wellness (Life Assurance, Private Health and Dental Insurance, Sport activities, Canteen, 24/7 Helpline with Psychologists etc.);
- Different discounts (tires, glasses, medical, shopping, etc.);
- Relocation bonus for non-Timisoara Residents;
- Professional development opportunities (in Technical and Leadership Areas);
- International Work Environment & Traveling Opportunities.

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Über uns

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 year 2025, the Tires group sector generated sales of 13.8 billion euros. Continental's tire division employs more than 55,000 people worldwide and has 19 production and 16 development sites.