HR Administrator EMEA (Romania)

Jūsų užduotys

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 /

Darbo ID
REF98511Z

Darbo sritis
Žmogiškieji ištekliai

Vieta
Timišoara

Lyderystės lygis
Leading Self

Darbo laiko lankstumas
Hybrid Job

Darbo laikas
Visas etatas

Juridinis asmuo
S.C. Continental Automotive Products S.R.L.

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

Reikalavimai

- 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

Mes siūlome

- 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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Apie mus

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