

Global HR Systems Operations Specialist

Your tasks

Join our Global HR Services team and help shape the future of our HR Service Management Platform and related technologies. As a Global HR Systems Operations Specialist, you will play a key role in driving the automation, enhancement, and continuous improvement of our global HR services ecosystem.

Working closely with HR, HRIT, business stakeholders, and external partners, you will support the delivery of scalable, user-centric, and efficient HR solutions that enable seamless HR service delivery worldwide. In this role, you will contribute to system implementations, process optimization, operational excellence, and digital innovation, helping to enhance both employee experience and service efficiency across the organization.

Your Responsibilities:

- Drive and support the continuous enhancement of our global HR Service Management Platform and related technologies, with a focus on automation, user experience, operational efficiency and scalability.
- Coordinate and support system implementations, releases, upgrades, and go-live activities, ensuring smooth transitions into daily operations.
- Partner and collaborate closely with Global HR Services, HRIT, business stakeholders and external service providers to ensure effective collaboration, issue resolution and reliable service delivery.
- Manage and continuously improve operational processes and governance activities, including Release Management, Demand Management, and system support processes.
- Identify opportunities to simplify, standardize and automate HR processes and workflows, contributing to the ongoing evolution of our HR Service Management Platform and related technologies.
- Support project and continuous improvement initiatives by coordinating activities, tracking progress, managing risks, and ensuring alignment across stakeholders.
- Facilitate testing and deployment activities, including User Acceptance Testing (UAT), system validation, and post-go-live stabilization.
- Monitor data quality, operational performance, and process effectiveness to help ensure reliable, compliant, and sustainable HR services.
- Develop and maintain process documentation, knowledge articles, standard operating procedures, and training materials, while promoting knowledge sharing across the global HR community.
- Support change management, communication, and user enablement activities to drive adoption of new capabilities and foster continuous improvement and innovation.



Job ID
REF99099L

Field of work
Human Resources

Location
Timișoara

Leadership level
Leading Self

Job flexibility
Hybrid Job

Working time
Full Time

Legal Entity
S.C. Continental Automotive Products S.R.L.

Your profile

- Bachelor's degree in Human resources, Business Administration, Information Systems, or a related field, or equivalent professional experience.
- 3 + years of experience in HR Operations, HR Systems, HR Technology, HR IT, Shared Services, or a comparable environment.
- Experience working with HR systems and digital HR solutions, ideally within a global organization.
- Experience supporting system implementations, enhancements, releases, testing activities, or continuous improvement initiatives.
- Familiarity with Release Management, Demand Management, or Service Management processes is a plus.
- Knowledge of reporting, data analysis, or dashboarding tools is a plus.
- Experience working with external service providers or outsourced service delivery models is a plus.
- Exposure to process improvement, workflow automation, or digital transformation initiatives is a plus.
- Strong organizational and coordination skills with the ability to manage multiple priorities and stakeholders.
- Structured, analytical, and solution-oriented mindset with a passion for process optimization, automation, and operational excellence.
- Experience supporting User Acceptance Testing (UAT), system validations, or go-live activities is a plus.
- Strong attention to detail and commitment to data quality, process compliance, and sustainable solutions.
- Excellent communication and collaboration skills, with the ability to work effectively across business, HR, IT, and external partner teams.
- Experience in creating and maintaining process documentation, knowledge articles, training materials, presentations, or user guides.
- Proficiency in Microsoft Office applications, particularly Excel and PowerPoint.
- Fluent English language skills, both written and spoken - minimum B2.

Our offer

What we offer:

- 13th salary
- Performance bonus
- Christmas & Easter bonus
- Seniority bonus
- Flexible working time;
- Home office;
- 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.

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

About us

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.