

HR Generalist

Tvoji zadaci

The HR Generalist serves as the primary HR partner for an assigned employee population, providing support to employees and leaders across the employee lifecycle in a 24-hour automotive manufacturing facility. This role builds trusted relationships and delivers solutions that enhance employee engagement, policy compliance, operational effectiveness, and the overall employee experience.

The HR Generalist supports key People & Culture initiatives including employee engagement activities, training coordination, culture and values programs, health and wellness initiatives, talent processes, recruiting support, and employee relations. This role partners closely with leaders, Centers of Excellence (COEs), and HR Operations to ensure consistent application of HR programs, compliance with policies and employment laws, and effective service delivery.

The successful candidate is a collaborative HR professional who combines employee advocacy, problem solving, customer service, and project coordination to support a positive and productive workplace.

Strategic Partner

- Provides HR guidance and support to assigned managers and employees.
- Assists leaders in addressing employee relations, performance, staffing, and employee engagement matters.
- Champions company culture and reinforces organizational values through employee programs, communication, and recognition initiatives.
- Partners with leaders to support a positive, inclusive, and engaging work environment.
- Guides employees and supervisors on HR-related matters and connects them with appropriate HR resources and services.
- Consults with Centers of Excellence (COEs) regarding HR processes, including compensation, benefits, talent management, and talent acquisition.
- Ensures consistent application and compliance with company policies, procedures, and employment laws.
- Identifies HR concerns and recommends practical solutions to address risks and business needs.
- Maintains collaborative relationships with business leaders, HR teams, and key stakeholders.
- Supports organizational and business change initiatives within assigned client groups.
- Participates in HR and cross-functional projects as assigned.
- Supports implementation of new HR services, systems, and processes.
- Serves as a role model for company values and culture.

Reporting & Analytics



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Ljudski resursi

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Leading Self

Pravno lice
**AUMOVIO Autonomous Mobility
US, LLC**

- Monitors and tracks HR metrics and key performance indicators (KPIs).
- Prepares and distributes HR reports for leadership and stakeholders.
- Assists in analyzing workforce trends and identifying opportunities for improvement.
- Maintains reporting accuracy and data integrity.

HR Administration & Service Delivery

- Collaborates with HR Operations to ensure effective delivery of HR services, including payroll, HR systems, and employee data management.
- Ensures accuracy, integrity, and confidentiality of employee information and records.
- Maintains audit and compliance documentation, including personnel files, training records, compensation documentation, and exit records.
- Supports timekeeping processes and compliance with applicable labor requirements.
- Responds to employee and manager inquiries regarding HR policies, procedures, and programs.
- Supports administration of employee programs and People & Culture initiatives.
- Maintains employee records within HR systems and ensures data accuracy.
- Supports HR process improvements and communicates recommendations.
- Ensures service delivery complies with legal, regulatory, and company requirements.

Talent Acquisition & Employer Branding

- Supports and coordinates hiring and selection activities for assigned client groups.
- Partners with hiring managers to identify staffing needs and support recruitment efforts.
- Participates in employer branding initiatives, career fairs, university partnerships, and community events.
- Promotes the organization as an employer of choice through effective HR communications and outreach activities.
- Develops and updates job descriptions as required.

Employee Relations, Engagement & Retention

- Serves as a primary HR contact for employees and managers within assigned areas of responsibility.
- Maintains positive employee relations and supports a respectful and inclusive workplace.
- Supports employee engagement and retention initiatives.
- Assists with employee engagement surveys, communication activities, and action planning efforts.
- Collects and analyzes employee feedback, turnover data, and retention information to identify trends and recommend improvements.
- Conducts and supports workplace investigations and provides recommendations for resolution.
- Provides guidance regarding employee relations concerns and

conflict resolution.

- Responds to employee concerns involving workplace conduct, policy interpretation, and other employment matters.
- Ensures compliance with employment laws, company policies, and internal procedures.
- Supports implementation of organizational employee relations strategies and initiatives.
- Represents the organization with external stakeholders as required.

Talent & Performance Management

- Supports managers and employees in performance management and talent review processes.
- Provides guidance regarding performance documentation, performance improvement processes, and employee development planning.
- Assists with implementation of retention initiatives.
- Supports employee development programs and career growth discussions.
- Partners with leaders to ensure consistent application of performance management processes.

Training & Competency Development

- Coordinates site training and competency management activities.
- Supports identification of training needs in partnership with business leaders and department managers.
- Assists in the implementation and administration of training and development programs.
- Coordinates vocational training and workforce development activities.
- Maintains training records and ensures data accuracy.
- Tracks training completion and compliance metrics.
- Supports internal and external training audits and compliance requirements.
- Monitors training effectiveness and provides reporting on key metrics.
- Collaborates with HR and COEs to support learning systems and training processes.
- Assists with employee development and upskilling initiatives.

Compensation & Benefits

- Administers leave of absence programs and supports employees throughout the process.
- Coordinates payroll-related administration activities in partnership with HR Operations and payroll teams.
- Supports salary benchmarking and compensation review processes.
- Assists managers and employees with compensation-related inquiries.
- Supports annual benefits enrollment activities and employee education efforts.
- Responds to benefits questions and escalates complex issues to the appropriate COE.

Health, Wellness & Well-Being

- Coordinates local employee wellness and well-being initiatives.

- Promotes participation in company-sponsored wellness programs and resources.
- Supports health and wellness communications and engagement activities.
- Tracks wellness participation metrics and prepares reports as needed.
- Serves as an ambassador for employee well-being initiatives.
- Supports compliance with environmental, health, and safety requirements and related audits.

Continuous Improvement

- Identifies opportunities for improvement within HR processes, programs, and systems.
- Provides recommendations to improve efficiency, compliance, and employee experience.
- Participates in continuous improvement initiatives and change management activities.
- Supports adoption of HR technology and process enhancements.

Compensation

The expected annual salary range for this role is **\$68,340 - \$90,770**, based on experience and qualifications. This position is also eligible for a **variable incentive program**.

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WHAT YOU BRING TO THE ROLE

Required Qualifications

- Bachelor's degree in Human Resources, Business Administration, Communications, Psychology, Organizational Development, or a related field.
- Minimum of 2 years of experience in Human Resources, including experience supporting employee relations, recruiting, HR administration, training coordination, or HR compliance activities.
- Experience partnering with managers and employees to resolve workplace issues and support HR programs.
- Experience participating in HR projects, process improvements, or cross-functional initiatives.
- Strong knowledge of employment laws, HR policies, and HR best practices.
- Excellent interpersonal, consultation, and relationship-building skills.
- Strong verbal and written communication skills.
- Demonstrated problem-solving and decision-making abilities.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- High attention to detail and commitment to maintaining confidentiality.
- Proficiency with Microsoft Office applications, including Excel, Word, PowerPoint, Outlook, and Teams.
- 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.
- Relocation assistance is not offered for this position.

Preferred Qualifications

- HR certification (PHR, SPHR, SHRM-CP, or SHRM-SCP).
- 5+ years of Human Resources experience in a manufacturing, distribution, or operations environment.
- Experience supporting employee engagement, retention, recognition, or employee experience programs.
- Experience coordinating training, onboarding, learning initiatives, or compliance-based training programs.
- Experience supporting workplace investigations and employee relations matters.
- Experience with leave administration, payroll processes, benefits administration, or HR compliance activities.
- Experience using SAP, SuccessFactors, Workday, UKG, ADP, or other HRIS platforms.
- Intermediate to advanced Excel skills, including Pivot Tables, VLOOKUP/XLOOKUP, and data analysis.
- Experience supporting continuous improvement or process enhancement initiatives.

Physical Requirements

- Ability to work in both office and manufacturing environments.
- Must wear company-provided personal protective equipment (PPE), including ESD safety-toed footwear, smock, and other required safety equipment when entering designated production areas.
- Ability to sit, stand, walk, communicate, and operate standard office equipment for extended periods.
- Occasional movement throughout manufacturing and office areas to support employees and business operations.

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

EEO-Statement:

EEO / AA / Disabled / Protected Veteran Employer. AUMOVIO 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, AUMOVIO complies with government regulations, where they apply, including affirmative action responsibilities for qualified individuals with a disability and protected veterans. To be considered, you must apply for a specific position for which AUMOVIO 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, AUMOVIO provides reasonable accommodations to qualified individuals with a disability.

Ready to take your career to the next level? The future of mobility isn't just anyone's job. Make it yours! **Join AUMOVIO. Own What's Next.**

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Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.