

HR Generalist II

Vaše náplň práce

HOW YOU WILL MAKE AN IMPACT

The HR Generalist II is the point of contact for all HR topics (which are not covered by Shared Services) within his/her area of responsibility for managers and employees. By providing HR advice, the HR Generalist creates a trust building partnership with his/her internal customers, develops solutions, plans and executes the implementation in order to ensure high quality HR work. This role serves as the main point of contact in HR for Engagement & Retention management, Training & Competency management, Health & Wellness Management.

Strategic Partner

- Guides employees and supervisors in HR related matters (supports in decision making and acts as consultant), leading them to the right point of contact and promotes the full portfolio of HR related services (e.g. payroll, data administration, recruiting)
- Consults with Centers of Expertise (CoE) regarding the full portfolio of HR related processes (e.g. Compensation & Benefits) and address business needs in direction of CoE
- Ensures consistent application and compliance of defined HR Policies, Programs and Procedures
- Actively identifies gaps, proposes and implements changes necessary to cover risks
- Maintains the collaboration with all the stakeholders in line with the Balance of Cooperation (e.g. BU HR)
- Supports (business) change projects in his/her area of responsibility together with management of respective organizational units and internal/external experts (if applicable)
- Supports implementation of new HR related services, systems & processes (from Shared Services and CoE's) into assigned organization
- Participates, lead, and implements HR projects in the assigned area of responsibility
- Participates in other business projects, representing with general HR knowledge to achieve the project deliverables
- Acts as a role models of our company values and culture

Reporting

ID pracovní pozice
REF2396U

Obor
Personalistika

Lokalita
New Braunfels

Úroveň vedení lidí
Vedení sebe

Flexibilita práce
Práce v kanceláři

Právnícká osoba
**Continental Autonomous
Mobility US, LLC**

- Continuously evaluates performance according defined Key Performance Indicators (KPIs) and Operating Figures; Summarizes and completes reporting within the local organization and publishes reporting results

HR Administration & Service

- Train HR personnel for all areas of responsibility within HR field
- Ensures effective HR processes by collaborating with HR Operations regarding the full portfolio of HR related services (e.g. payroll, HR data)
- Ensures employee data accuracy
- Ensures data availability and quality of the audit/compliance related records (i.e. record of compensation decisions, training certificates, exit interviews)
- Monitors time management, ensures legal compliance and trigger actions if needed due to labor requirements
- Takes over administrative tasks if it comes to customization and deviations from the standard
- Responsible of the coordination of the local general services to the employees (transportation, canteen, social security, engagement and motivation activities, etc.)
- Interacts with customers via telephone, e-mail, or via mail to resolve open issues and provide assistance in the completion of standardized HR transactions
- Utilizes knowledge base information to answer customer inquiries
- Maintains (electronic) personnel records; researches data to verify employment and salary records
- Maintains data in HR system for payroll, organizational management, recruiting, GHR, etc.
- Ensures that service delivery complies with all legal, regulatory and compliance requirements
- Collects and provides change requests and submits to Center of Excellence (CoE)
- Supports and mediates plantwide People and Culture team initiatives, budgeting, and planning processes

Talent Acquisition and Employer Branding

- Leads and supports execution of hiring and selection process for area of responsibility
- Employer Branding / HR communications

- Promoting company's reputation as most attractive and progressive employer (e.g. University relations, Students/Job fairs)
- Provides internal/external recruiting support for sourcing and selecting the best fit candidates
- Developing and updating job profiles/ descriptions and job specifications
- Assessing applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Acting as an ambassador and a point of contact and build influential candidate relationships during the selection process

Labor & Employee Relations

- Leads plantwide engagement and retention initiatives to include ongoing employee listening opportunities and project management
- Leads internal investigations as necessary and provides recommendation to Sr. HR Generalist and/or HR Manager for next steps, to include serving as department point of contact
- Ensuring legal compliance with HR activities within scope of responsibility, including relevant company and regulatory compliance to local employment/labor laws and legislation
- Acts as a single point of the contact for all topics for the employees and managers in area of responsibility. Guiding employees and superiors in employee relations conflict management
- Maintains positive employee relationships
- Responds to employee relation issues such as employee concerns, harassment, retaliation, and discrimination complaints.
- Acting as company representative towards external parties (courts, career fairs, local networks, authorities) if assigned
- Performing agreed location ER strategy
- Advising, coordinating and communicating from corporate/country strategy derived local labor strategy and initiatives, bringing results to location management

Talent & Performance Management

- Supporting and guiding managers as well as individual employees in talent and performance management processes in accordance with country specific legal regulations, CoE guidance, and company guidelines while ensuring execution of measures
- Challenging and consulting the organization regarding results and adherence of Performance and Talent Management processes

- Steering and managing retention initiatives actively
- Consulting management, HR and employees on all Talent Management related matters. Establishing and maintaining relationships with department leadership teams to support development planning and succession planning at leadership level

Training & Competency Development

- Leads plantwide training and competency management initiatives and project management
- Drives competency management by identifying gaps and proposing (training) measures
- Leads and executes vocational training management to include establishment, implementation, and sustainability of training programs
- Continuously monitors performance according to effectiveness and defined Key performance Indicators (KPIs) and implements corrective actions as required
- Summarizes and completes reporting within the local organization and publishes reporting results
- Monitors training data accuracy and mitigates through corrective action as required
- Monitors training records in alignment with location processes and record retention policy
- Ensures data availability and quality of the audit/compliance related records (i.e. record of compensation decisions, training certificates, exit interviews)
- Ensures legal compliance and trigger actions if needed due to labor requirements
- Takes over administrative tasks if it comes to customization and deviations from the standard
- Collects and provides change requests towards HRO and CoEs to ensure effective HR it systems
- Manages training compliance for internal and external audit purposes

Compensation & Benefits

- Leads execution of leave of absence administration for area of responsibility
- Leads payroll processing administration for plant
- Supports annual local market salary benchmarking process and provides recommendations for changes

- Supports compensation analysis process and provides recommendations to include administrative processes, supervisor and employee consultation
- Supports annual benefits open enrollment process in collaboration with HR team
- Support benefits related questions and escalations to COE as required

Health

- Leads local health and wellness initiatives in collaboration with plant leadership
- Acts as an ambassador for health and well being at work initiatives
- Leads health and wellness KPI tracking and reporting measures
- Ensures compliance with environmental, health, and safety regulations (to include safety audits other safety measures as required)

HR continuous improvement of processes and IT systems

- Supports and provides recommendations for areas of continuous improvement within the areas of HR
- Leads continuous improvement projects as required

The expected annual salary range for this role is \$76,390 - \$89,870 a year depending on experience. This position is also eligible for a variable incentive program.

Váš profil

WHAT YOU BRING TO THE ROLE

- Bachelors degree in HR, Communication, Psychology or other related field
- Minimum 4+ years experience serving in an as an HR Generalist or similar HR role
- 1+ years participating or leading HR project teams
- Excellent time management skills
- Excellent problem solving skills
- Excellent verbal and written communication skills
- Strong attention-to-detail and organization skills
- Ability to proactively make decisions and escalate matters as necessary
- Intermediate user of Microsoft Programs to include: Excel (Pivot Table, V-Lookup), PowerPoint, Outlook, Word, 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.

Physical Requirements

Must wear company provided ESD safety-toed shoes, smock, and other PPE in required areas.

Sitting or standing for extended period, reaching, and using hands/fingers to operate a computer and other office equipment.

ADDITIONAL WAYS TO STAND OUT

- HR Certification (PHR/SPHR, SHRM-CP/SHRM-SCP)
- 3+ years HR experience working in a 24/7 manufacturing environment
- 3+ managing employee engagement and retention initiatives
- 3+ years managing training and competency development
- 1+ years management employee health and wellness initiatives
- 1+ years leading HR projects
- 1+ years HR systems experience with SAP and/or SuccessFactors

Co nabízíme

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.**

O nás

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.