

HR Payroll and Safety and Health Specialist

Jūsų užduotys

1. Environment, Safety and Health (ESH)

- Ensure compliance with corporate and local ESH regulations and requirements.
- Coordinate safety drills, inspections, incident reporting, and risk assessments.
- Manage documentation and records for audits and regulatory submissions.
- Support implementation of workplace safety programs and awareness activities.

2. Facilities Management

- Oversee day-to-day coordination with vendors, contractors, and service providers.
- Monitor preventive maintenance schedules and facilities upkeep.
- Support space planning, asset tracking, and operational site requirements.
- Respond to and prioritize employee facilities-related requests.

3. Payroll Processing Support

- Validate timekeeping and attendance data for payroll accuracy.
- Prepare and consolidate payroll input files for HR and Finance.
- Coordinate with internal and external stakeholders to ensure timely payroll submission.
- Maintain payroll documentation and resolve payroll-related queries.

4. Administrative Support

- Manage location-level administrative tasks, including documentation, reporting, and coordination.
- Support HR operations in employee services, events, and compliance activities.
- Assist in vendor management, procurement coordination, and invoice processing.

5. Compliance & Audit Support

- Maintain audit-ready documentation for ESH, facilities, and payroll processes.
- Support internal and external audit requirements and corrective action plans.

Reikalavimai

- Bachelor's degree in Business Administration, Human Resources, Occupational Safety, or a related field.
- BOSH Certified



Darbo ID
REF7815C

Vieta
Makati City

- Experience in ESH, facilities administration, HR operations, or payroll is an advantage.
- Strong coordination, documentation, and organizational skills.
- Ability to handle multiple tasks and collaborate with cross-functional teams.
- High attention to detail and compliance-driven mindset.

Mes siŭlome

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.**

Apie mus

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.