

## HR Operations Specialist (m/f/d) - REF86680X

### 工作职责

The HR Operations Specialist (m/f/diverse) supports the delivery of HR services across AUMOVIO locations within the country/region. This role focuses on ensuring efficient HR operations, compliance with company policies, local labor laws, and the continuous improvement of HR service delivery. The Specialist collaborates with internal stakeholders, performs BPO governance, and supports digital transformation initiatives to enhance efficiency and employee experience.

### Key Responsibilities

#### HR Service Delivery, Governance and Processes

- Governance over the HR Service Delivery and processes in countries of responsibility ensuring consistent, timely, accurate and compliant operations
- Regional process owner for defined HR process families (e.g. workforce data management, payroll, time management, HR services)
- Provide insights, support and guidance on HR services for locations in countries of responsibility.
- Develop and ensure standardized processes, as well as compliance with local labor laws, and corporate standards
- Ensures process documentation is complete and up to date
- Analyse, resolve or escalate HR service-related issues in countries of responsibility to ensure timely resolution
- Ensure implementation of process key controls for the country to mitigate risks related to compliance, HR data security, GDPR and other regulations
- Drive process digitalization in countries of responsibility
- Provide support materials, training on tools and/or process in countries of responsibility
- Communication of changes and/or improvements via multiple platforms and/or mediums

#### Payroll Support

- Governance over specified countries' payroll to ensure compliance with the requirements, laws and regulations in force for the country
- Conduct periodic audits to ensure that company payroll practices are compliant with all government regulations
- Verifies compliance with federal and state payroll requirements; stays current with changes in the laws

#### Vendor Management & Relationship Management

- Monitor the service delivery of the BPO and other vendors and address any service gaps
- Act as the primary liaison with BPO provider and other vendors for defined countries and processes in the region and participate in



职位号码

**REF86680X**

工作职能

人力资源

领导力级别

个人贡献者

工作场所灵活度

现场办公

招聘专员

**Daniela Krebs**

法律实体名称

**Continental Automotive  
Technologies GmbH**

regular meetings with the BPO provider

- Serve as the contact point for in-house HR Services in defined countries to ensure quality services are delivered on time effectively according to the agreed SLA and KPIs
- Monitor and continuously improve Service Level Agreements (SLA's) and performance metrics (KPIs)
- Be the first point of contact for change requests from the business in the countries of responsibility

#### System Support

- Manage change requests in accordance with business needs and legal requirements
- First validation of change requests and forwarding to HR IT for further validation, documentation of change requests and system changes
- Monitor and describe legal regulation changes in the countries of responsibility and steer internal decision-making process with stakeholders
- Final approval of system adjustments by the BPO, as well as communication and coordination of necessary tests by locations
- Provide HR system support for defined HR systems in the countries of responsibility. Coordination of needed changes / adjustments

#### Project Management

- Lead or participate in HR projects related to system / process improvements / digitalization
- Coordinate and communicate with cross-functional teams, stakeholders, and employees to ensure project alignment and success
- Ensure project documentation is complete, current, and stored appropriately

#### 职位要求

The ideal candidate (m/f/diverse) will possess the following qualifications:

- Academic degree in Human Resources, Business Administration, or a related field (Master's degree is a plus)
- Several years of experience in HR operations, time management, hire-to-retire processes, payroll support and compliance
- Strong understanding of local labor laws, GDPR, and HR data security
- Proficiency in HRIS and payroll systems and experience with system change management
- Skilled in process documentation and standardization
- Experience in working with BPO providers
- Very good English language skills (written and spoken)
- Strong communication and stakeholder coordination skills
- Ability to support HR projects, including cross-functional collaboration

Applications from severely handicapped people are welcome.

#### 我们可以提供

Are you ready to take your career to the next level and become part of something big? Apply now and become part of AUMOVIO to shape the

mobility of the future together with us!

Ready to take your career to the next level and join us at the start of something extraordinary? Apply now to become a part of AUMOVIO and drive the future mobility together with us!

## 关于我们

Continental's Automotive group sector is expected to be listed as independent company "AUMOVIO" in September 2025. With ~93,000 employees worldwide and annual sales of ~€20 billion, we are entering an exciting new era.

AUMOVIO stands for highly developed electronic products and modern mobility solutions. In addition to its strong market position with innovative sensor solutions, displays, and technologically leading braking and comfort systems, AUMOVIO has significant expertise in software, architecture platforms and assistance systems for the rapidly growing future market of software-defined and autonomous vehicles. Our purpose is clear: to make future mobility safe, exciting, connected, and autonomous.