

Autoneum is globally leading in acoustic and thermal management for light and commercial vehicles. The Company develops and produces multifunctional, lightweight and sustainable components and systems for interior floor, interior trim as well as engine bay and underbody. Customers include almost all automobile manufacturers in Europe, North & South America, Asia and Africa. Autoneum is represented in 25 countries, employs around 15 800 people and operates 64 production facilities worldwide. The Company with its headquarters in Winterthur, Switzerland, is listed on the SIX Swiss Ex-change (ticker symbol AUTN).

Join our team as an HR Systems and Projects Specialist and play a key role in transforming HR processes across our company in 11 European countries!

In this role, you will have the opportunity to manage innovative HR projects, further develop the HR system landscape, ensure the smooth operation of HR systems, and maintain high-quality HR data.

Your mission: Processes – Projects – Systems – Collaborate

HR Systems and Projects Specialist / Europe

Poland – Katowice – 100%

Your responsibilities

Processes:

Your main responsibility will not only be to support day-to-day HR processes but also to map and develop them. With close to 30 production plants in 11 countries, one of your first tasks will be to explore where our HR processes are working well and where we can learn from others and become more efficient by aligning across the countries.

Projects:

Strategic HR projects are key for our alignment and further development of our organization. You will independently lead selected HR projects focused on areas such as recruitment, benefits, and compensation.

Systems:

In the automotive industry, it is crucial to constantly improve efficiency. The systems play a decisive role here. You will coordinate, optimize and harmonize the various HR systems across Europe. HR data and statistics are crucial for any evaluation and decision taking. You will be a key player in this area. It will be your responsibility to manage HR data and analyzing them. The data must always be kept at a high level of quality and accuracy. And the data needs to be treated with the highest sensitivity and care.

What are the requirements?

- Fluent English for daily use (online calls, emails, etc.)
- HR experience – ideally with a focus on HR systems and projects in an international environment
- Strong analytical skills, data analysis, and evaluation, as well as decision-making based on processed data
- Advanced knowledge of Excel (pivot tables and conditional formatting won't be enough for this position :)
- Team-oriented mindset, willingness to contribute to common goals, highest integrity around sensitive data handling and the ability to inspire and convince others

What will be an advantage?

- Knowledge of additional European languages (English is essential, others are a plus)
- Experience and knowledge of SAP (EC, LMS, Recruiting)
- Experience and knowledge of other HRIS systems
- Experience in an international company, independent management of international HR projects, and working with external companies and provider

Preferred location: Czechia or Poland



Collaborate:

Support is mutual in our team. We will expect you to support our local HR teams through training and consultations. You will also collaborate with our headquarters, particularly with the central HR department and its expert, always-friendly team.

What We Offer:

- **A Great Team Environment:** Join a friendly, collaborative group of colleagues who are dedicated to supporting each other and celebrating successes together.
- **Support & Personal Development:** We're committed to your growth, career development opportunities to help you advance and achieve your goals.
- **An International Workplace:** Experience the excitement of working within a global environment, gaining exposure to diverse perspectives and practices.

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