



Associate HR Operations (m/f/d) - regional HR Team

The **Motherison Group** is one of the 15 largest and sustainable full system solutions providers to the global automotive industry, serving multiple further industries, such as rolling stock, aerospace, medical, IT, and logistics, with over 200,000 employees across 44 countries worldwide. The **Chairman's Office Europe and North Africa (COE)** is supporting and coordinating our operating units, R&D centres, and representative offices across Europe and North Africa with corporate functions and services. Given our fast growth, we are constantly looking for talented new colleagues to become part of our team.

Your tasks.

- Provide supporting contributions to Compensation & Benefits-related topics, such as data preparation, administrative support, and analytical input
- Assist the preparation, maintenance, and continuous enhancement of HR reports, dashboards, presentations, and data analyses, ensuring transparency, data quality, and consistency
- Provide analytical and organizational support throughout recurring HR cycles and initiatives, including the preparation of analyses, documentation, and decision support materials for internal stakeholders
- Contribute to the handling of insurance-related HR topics, including coordination, documentation, and follow-up with internal and external stakeholders
- Support the drafting, revision, and maintenance of HR guidelines, process descriptions, and other internal documentation to ensure clarity, compliance, and standardization
- Support HR Operations-related projects and continuous process improvement initiatives, including coordination of activities, structured tracking, and alignment with relevant stakeholders

What we offer.

The team is growing at the same time our Group grows. Therefore there are many opportunities for you to grow with us!

You will work in a flexible working environment within a multinational team and in contact with all management levels of Motherison.

We show our commitment to our people via the following values:

- **Interest for each other:** We act with empathy and care about each other and about our counterparts.
- **Togetherness:** We work together collaboratively and selflessly.
- **Trust:** It is a given from Day 1, but if you mistreat someone, you can lose it. Therefore we say what we mean, keep our promises and treat others with respect.
- **Respect:** We respect and value people of all backgrounds. Respect is a common ground we work with each other.
- **Enthusiasm:** We are curious, ambitious, passionate, humble and life-long eagerly learners.

- Act as a reliable interface between HR functional teams, HR Operations and other internal stakeholders, ensuring clear communication and smooth information flow

Your profile.

- Degree in Business Administration, Economics, Human Resources, or a comparable field
- Initial work experience in HR Operations, People Analytics, Compensation & Benefits or a related area is a plus
- High attention to detail and a strong sense of responsibility, with a reliable, structured, and accurate working style
- Strong analytical skills and experience with data analysis and reporting
- Interest in HR processes and data driven work
- Ability and motivation to work in an international and intercultural environment, with openness and curiosity for diverse perspectives
- Strong organizational and communication skills, with the ability to manage multiple tasks and collaborate effectively with different stakeholders
- Proactive mindset, willingness to learn, and enjoyment of contributing to team success and continuous improvement

How to apply.

Have we raised your interest? Then apply for the job with your complete application documents directly on this page.

Should you have any further questions, please feel free to contact us by phone at the following number: +49 (0) 6181 – 36972150.

We look forward to getting to know you soon!

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