

Human Resources

Experienced

HR Analyst

Full Time - Integrated Assemblies - Motherson Sequencing and Assembly Services (MSAS) - Taubaté, Brazil

At Motherson, we're committed to creating long-term jobs and advancing global careers. Featured on TIME's World's Best Companies list, we are a diversified global design, engineering, manufacturing, assembly and logistics specialist, delivering full-system solutions to customers across industries. With a focus on innovation, quality and sustainability, we strive to be a trusted industrialisation partner and an employer that nurtures a diverse, inclusive workplace.

Our Integrated Assemblies division leads in automotive innovation, specialising in premium module assembly and cockpit module integration. We collaborate with customers to deliver cutting-edge solutions supporting electrification. Join us to work with advanced technology and shape the future of automotive innovation.

What you'll do

- Perform payroll, attendance, absenteeism, vacations and overtime control.
- Perform payroll news draft to send to external supplier according to the monthly payment plan.
- Support the plans and actions to control the absenteeism by making daily follow up with nursery.
- Coordinate the approval and services required for overtime.
- Prepare PR and make follow up of all purchasing process.
- Support the personnel selection processes, internally or in cooperation with external consulting companies.
- Provide HR support to the different concerns and questions that associates present.
- Support the HR Manager and the HR Coordinator in all activities.

What we are looking for

- Bachelors Degree or equivalent
- Experience as an industrial clerk or training in administration
- Knowledge in interactions of all technical competencies
- Industry and client know-how such as strategies, technologies, and business perspectives
- Proficient English

What we offer

- A pleasant working atmosphere, with good career opportunities.
- Build knowledge with varied and exciting assignments.
- 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 our counterparts.

Together: We work together collaboratively and selflessly.

Trust: We say what we mean, keep our promises, and treat others with respect.

Respect: We respect and value people of all backgrounds.

Enthusiasm: We are curious, ambitious, passionate, humble, and life-long learners.



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