

Human Resources

Experienced

HR Generalist

Full Time - Integrated Assemblies - Motherson Sequencing and Assembly Services (MSAS) - Saltillo, Mexico

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

- Timely payroll incident communication, updates, and records.
- Lead annual communication plan; motivate and empower staff.
- Maintain personnel files and HR records.
- Oversee staff services (cafeteria, transport, benefits).
- Ensure timely onboarding for hires/promotions.
- Ensure timely objective setting for hires/promotions.
- Update compliant job descriptions per client/company needs.
- Manage procedures; ensure compliance and updates.
- Participate in HR activities, events, projects.
- Record improvement ideas, risks, digital initiatives.
- Ensure training documentation and evidence with managers.
- Execute annual training plan per QMS/customer requirements.
- Support communications, branding, improvement actions.
- Drive continuous improvement in HSE, efficiency, quality.
- Report equipment issues or cyber threats per IT.

What we are looking for

- Bachelor's degree required
- 3+ years of experience in Human Resources
- 1+ years of experience in payroll administration and recruitment
- Proficient time management and project management skills
- Labor legislation and knowledge of the LFT
- Understanding of the effects of work with nonconforming Quality
- Knowledge of the STELLANTIS customer's requirements
- Proficient English required

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.



Apply here
Scan the QR code and apply on
careers.motherson.com