

Human Resources

Experienced

HR Generalist- Administrative Affairs Specialist

Full Time - Integrated Assemblies - Motherson Sequencing and Assembly Services (MSAS) - Gölcük, Turkey

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

- Managed office, facility, and administrative operations across factory sites.
- Coordinated vendors, services, purchasing processes, and SAP requisitions.
- Oversaw PPE, workwear, HSE compliance, and subcontractor administration.
- Supported HR activities, employee relations, and recruitment processes.
- Managed company logistics, transportation, communication, and documentation.
- Monitored company vehicles, costs, and service performance.
- Organize trainings, events, maintenance, renovation, and facility projects.

What we are looking for

- Advanced knowledge of HR processes, labor law, and employee relations in the automotive industry.
- Experience supporting union negotiations and industrial relations activities.
- Strong understanding of business processes, policies.
- Skilled in knowledge transfer, best-practice sharing, and cross-functional collaboration.
- Experience in project coordination and process improvement.
- Strong stakeholder management, communication, and organizational skills.
- Advanced English proficiency.

What we offer

- A positive and collaborative working atmosphere, fostering personal growth and team spirit.
- Strong career development opportunities in a dynamic and supportive environment.
- A chance to build expertise through exciting, diverse, and challenging assignments.
- A people-first culture rooted in our core values: Mutual Interest, Togetherness, Trust, Respect, and Enthusiasm.



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