

Human Resources

Experienced

HR Analyst

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

- Manage recruitment, ensuring hiring timelines, compliance, tracking/reporting, and KPI achievement consistently.
- Maintain employee Qualification Matrix and job descriptions per requirements.
- Execute onboarding and promotions effectively, including objective alignment.
- Manage assigned HR procedures, ensuring compliance, updates, and improvement.
- Participate in HR activities, events, projects, and digitalization/risk-hunting initiatives.
- Coordinate training records, evidence, protocols, presentations, and materials.
- Support annual training plans aligned with QMS, qualification, and customer requirements.
- Implement communication, motivation, empowerment, and engagement programs.
- Support performance evaluations, quality assessments, CSR events, and related activities.
- Assist internal communications, publications, employer branding, and improvement actions.

What we are looking for

- Bachelor's degree in HR, Psychology, or related field.
- 3+ years of experience in a similar role, preferably in the automotive industry
- Experience with Microsoft Office (PowerPoint, Excel, Outlook, etc.)
- Efficient communication, presentation, planning, and organizational skills
- Proficient English is 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.

Togetherness: 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
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