



The Röchling Group has been shaping industry. Worldwide. For more than 200 years. We transform the lives of people every day with our customized plastics: they reduce the weight of cars, make medication packaging more secure and improve industrial applications. Our workforce of 11.681 people is located in the places where our customers are – in 83 locations in 25 countries.

In the Automotive division, you will shape the mobility of tomorrow. System solutions in the areas of Battery Solutions, Structural Lightweight, Aerodynamics and Propulsion. This means: We protect the environment while also improving the driving experience of millions of vehicles.

Are you looking for a new challenge? Is it time to arrive where you want to be? We have grown steadily as a team, would you like to grow too? Do you have what it takes to spur game-changing innovation? Do you crave being part of the solution, while receiving training and learning opportunities? If you answered yes, we have exciting career opportunities for you. Get ready to join the Röchling Automotive team and become part of the next chapter in our history. At our Akron, OH location we are searching for a:

Specialist HR Services

Where we need you

6-month contract

- Entering temp BANFs: Inputting temporary staffing requests into the system, ensuring accuracy in job titles, cost centers, durations, and approvals.
- Maintaining employee records: Updating personnel files, scanning documents, and ensuring data integrity in HRIS systems.
- Scheduling interviews: Coordinating with candidates and hiring managers, sending calendar invites, and preparing interview materials.
- Onboarding support: Preparing welcome packets, collecting new hire paperwork, assisting with orientation logistics and conducting new hire orientations
- Offboarding assistance: Helping with exit interviews, collecting company property, and updating termination records
- Posting job ads on internal and external platforms.
- Screening resumes and forwarding qualified candidates.
- Attending career fairs or virtual recruiting events.
- Supporting internship program coordination.
- Assisting with monthly mini-events or employee recognition programs.

- Creating content for internal newsletters or social media (e.g., uploading event photos to the S drive).
- Helping prepare presentations for HR initiatives.
- Supporting data collection for KPIs (e.g., headcount, turnover, engagement).
- Assisting with heatmaps or dashboards tracking HR progress.
- Helping compile reports for leadership reviews
- Assisting with documentation for audits (e.g., payroll controls checklist).
- Ensuring forms and processes comply with labor laws and internal policies.
- Supporting updates to HR work instructions or SOPs.
- Supporting with training needs and requirements per RA Guidelines
- Rolling out and train on GoSkills

How to convince us

- Business Administration, Business Psychology or similar
- 2+ years HR experience preferred
- Excellent written, verbal, and interpersonal communication abilities
- Strong analytical and problem-solving skills
- Ability to maintain confidentiality

- Proficient with Microsoft Office Suite or related software
- Labor Law
- Leadership Development

What we offer

- Benefits at day one
- 401k matching plan
- Paid holidays
- Röchling Wellness Program sponsoring run/walk programs throughout the year
- Onsite gym membership
- Employee Pricing and Discount program
- Continuous Improvement Program & Safety Awards
- Employee Referral Program
- Family Oriented work environment
- Employee appreciation cookouts and dinners

Interested in joining our team? Please send your resume for consideration.