

## HR Specialist - Market Malaysia (6 months Contract)

### Vaše náplň práce

As HR Specialist, you will be supporting the HR Business Partner, Market Malaysia in end-to-end HR process cycle from recruitment to exit management.

Following are the key responsibilities:

#### Recruitment

- Support with recruitment activities including sourcing, pre-screening and organizing assessment centers for open positions.

#### Onboarding

- Plan and execute onboarding process for new hires/transferees.
- Support documentation process.

#### Talent Management and Organization Development

- Analyzing the development needs of employees and mapping the needs to suitable learning interventions such as trainings, mentoring, on-the-job learning based on 70-20-10 learning model.
- Support with executing the development interventions as planned

#### Employee Engagement

- Organize employee engagement & communication events as per employee engagement calendar
- Support in reward & recognition initiatives at workplace

#### HR Operations:

- Manage HR operational activities like exit management process, employee query resolution, benefits administration etc.

#### HR Projects:

#### HR Processes Mapping & Improvement

- Support with creation & documentation of HR processes and associated checklists involving the various stakeholders such as HRBPs, C&B, TMOD, HR Ops Center and the business.
- This in line with driving operations efficiency & effectiveness of current HR processes.

### Váš profil

- Bachelors' degree in Human Resources, Business Administration or any related field.
- Prior experience in HR field is value added



ID pracovní pozice  
**REF37925L**

Lokalita  
**Petaling Jaya**

Úroveň vedení lidí  
**Leading Self**

Flexibilita práce  
**Onsite Job**

Právnícká osoba  
**Continental Tyre PJ Malaysia  
Sdn. Bhd.**

- Well versed in MS Excel and PowerPoint
- Good communication abilities and able to blend into a working in multinational environment.
- Fluent in English language (written & spoken)

## **Co nabízíme**

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