

# HR Specialist - Market Malaysia (6 months Contract)

## Descrição da função

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.

## Requisitos

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



Identificação da vaga  
**REF37925L**

Local  
**Petaling Jaya**

Nível de liderança  
**Leading Self**

Modalidade de trabalho  
**Onsite Job**

Pessoa jurídica  
**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)

## **O que oferecemos**

- At Continental, we let your ideas shape the future to make a meaningful difference in the world, and to themselves.
- Opportunity to gain global experience and build networks from international mobility across our vast organization.
- Competitive salary, bonuses and pension contributions. Beyond that, you'll enjoy generous leave, medical care and a highly competitively staff benefits package.
- We foster our people's talent so they can master their career journeys and realize their greatest potential.
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