

# PJ Plant Human Relations Coordinator - Contract

## Your tasks

### Human Relations

- Administration to the movement for PJ Plant such as prepare promotion, transfer, change position, confirmation, and other employee movement letters
  - Administration to sort in coming mail for PJ Plant
  - Provide administrative support to HR Senior Specialist and Safety & Health Inspector
  - To carry out effectively any special assignment as and when required.
  - To maintain confidentiality of information obtained and keeping of confidential records.
  - Receiving call, messages and ensuring proper dissemination of information.
  - Administration KIOST Machine at the Canteen for Blue Collar employees to print their pay slip and assist to get new ESS password for them
  - Assist for recruitment process, such as interview arrangement.
  - Administration for RM1 Canteen subsidy
  - Administration on Staff Purchase Form for Blue Collar employees
  - Administer event management ; Long Service Awards, Townhall, Company Assembly; & Quarterly Birthday celebration
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- Assist in providing PPE to new joiners/contractors/visitors
  - Assist in conducting safety briefing to contractors/visitors
  - Assist the issuance of vehicle pass and maintain database
  - Support any requests for Time Admin records via Interflex system
  - Assist in coordination of internal communication for PJ Plant

## Your profile

Languages: Fluent in English both spoken and written  
Functional / HR Knowledge: Have knowledge and experience in respective area of responsibility

## Our offer

We offer an open culture, best perspectives and career opportunities!

Ready to drive with Continental? Take the first step and fill in the online application.

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Job ID  
**REF48442E**

Field of work  
**Human Resources**

Location  
**Petaling Jaya**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

Contact  
**MUZLINA**

Legal Entity  
**Continental Tyre PJ Malaysia Sdn. Bhd.**

## **About us**

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.