APAC Functional Proficiency Program - Human Relations Trainee

Your tasks

The Functional Proficiency Program of Tires APAC offers you a unique and exciting career journey at Continental. As a member, you will be part of a multi-cultural business team and gain a holistic picture of the business world via this well-structured 12 months, you will experience working with different cultures, on and off job learning, lead international projects and receive guidance of experienced experts, and mentors.

The rotations will provide you with exciting experience and great learning opportunities:

- to gain knowledge on major processes of business in the target and/or relevant function
- to understand relevant client segments, challenges (present & future), tire industry (Replacement) and products
- to sharpen your skills and gain practical experience by applying what has been learnt.

Additionally, there will be learning events and team activities which will provide you the platforms to learn how to navigate through Conti processes and create your own networking across APAC Organizations.

What you can expect after successfully completing the program:

- Provide administrative support for various HR functions, including onboarding, offboarding, maintaining employee records, etc.
- Support the recruitment process by collaborating with the recruitment team to implement recruitment strategies and initiatives. Also, provide administrative support to the recruitment team as needed.
- Support the development and implementation of talent management strategies and programs, support the coordination of employee engagement initiatives and events to promote a positive work culture.
- Support the development and execution of employee communication strategies to ensure effective and timely communication with employees at all levels.
- Stay updated on industry trends and best practices in talent management, HR daily operations, and recruitment to contribute to the overall HR strategy.
- Job Placement within HR function in PJ, Malaysia

Your profile

To successfully fill this role, you should maintain the attitude, behaviors, skills, and values that follow:

- University degree (Bachelor or Master) with majors in business (Human Resources), international management, or relative fields.
- Around 2-3 years of relevant working experience within/ out of
Continental (international experience is preferred)
- Mature personality with international mindset and appreciates multicultural working environments.
- Highly committed, hardworking and consistently self-disciplined.
- Strong interpersonal and communication skills, open minded, ability to learn new skills quickly, and possess high levels of self-motivation.
- Knowledge of HRIS and talent management systems is a plus.
- A passion for HR and a desire to learn and grow in the field.
- Fluent in English and Native speaker in Bahasa Malay is required.

Our offer
All your information will be kept confidential according to EEO guidelines.

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

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 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.

At Continental, all employees share four fundamental corporate values. They form the roots of our corporate culture: Trust, Passion To Win, Freedom To Act and For One Another. We are convinced that only in an environment shaped by those values can essential and pioneering services, solutions and input be created.

Continental maintain a culture of trust and provide the freedom to develop personal responsibility. At Continental, the working climate is characterized by mutual respect. Every individual contribution counts. We share these through our global network and work together to refine them. We pick up on trends and market changes, make use of them more quickly than others, and come up with better (i.e. more effective) solutions for our customers more quickly.