

Human Resources Intern

Your tasks

Recruitment and Employer Branding

- Support in recruitment process prescreening and scheduling interviews, supporting coordination of Assessment Centers and onboarding process
- Support with social media management at Facebook, Linked In and IG.
- Preparing communication materials such as posters, videos, flyers
- Support in Interns management (prescreen candidates, arrange interviews, manage documents, support in onboarding process)

Employee Engagement and Talent Development

- Support with proposing and assist on engagement activities for different departments (e.g. CNY festival, National Day festival, etc.)
- Support in projects such as Onboarding program and career development for employees
- Support in event organization (Career Fairs, Plant Visits, Induction)
- Support local training programs as and when required.

Your profile

**Preference +6 months availability or willing to extend

Currently doing Bachelors Degree or Diploma in HR/ Communications/ Business related fields

Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)

Excellent written and verbal communication skills in English and Bahasa Malaysia

Energetic, creative and eager to tackle new projects and ideas

Our offer

We offer attractive benefits. (Allowance, mobile work, canteen subsidy, clinic, mentorship, development opportunities)

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

About us

Continental develops pioneering technologies and services for the 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 transport.



Job ID
REF50077Y

Location
Petaling Jaya

Legal Entity
Continental Tyre PJ Malaysia Sdn. Bhd.

Continental achieved sales of 33.8 billion euros in 2021 and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.