

Human Resources Intern

工作职责

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.

你的档案

**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

我们可以提供

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.

关于我们

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.



职位号码

REF50077Y

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法律個體

**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.