

# HR Communication Specialist

## Your tasks

Develops and implements a location communication strategy in order to ensure a positive image of Continental and position the location as employer of choice and good citizen of the community internally and externally

Ensures alignment of all communications to corporate, divisional and local business objectives

Establishes and maintains good relations with the local media, the local authorities, important institutions and the community as speaker of location

In-charge of editing all location's HR related communication materials, press releases, media statements, articles, presentations, speeches, etc. according to the corporate guidelines

Manages the internal communication with all stakeholders by promoting Continental as attractive employer internally

Responsible for implementing internal communication tools (newsletter, internal letter, info boards, intranet, internal TV, town-hall meeting, etc.) in order to ensure a motivate workforce in the location

Recommends, writes and disseminate information relevant for the location in internal media (local and central)

Supports the local management in internal and external labour relations communication

Responsible for the location's event management, advertising and external agency relations

Define, develops and implements with the management a crisis communication strategy for the location

Actively consults and supports the management in all communication topics

Provides communication training to Management/Supervisors

Handle the related administrative activities

## Your profile

minimum 5 years of experience in communication field (Public relations, Company communications, Media communications, event organiser, MC)

University degree in communication & PR

Good level of english language at reading, writing and talking level



Job ID  
**REF53727U**

Location  
**Petaling Jaya**

Leadership level  
**Leading Self**

Job flexibility  
**Onsite Job**

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

## **Our offer**

- 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.
- Open, inspiring and rewarding corporate culture
- Flexible working conditions that help you enjoy your work-life balance.

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 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.