

Human Resource Intern

Vaše náplň práce

Project to be involve:

1. Supporting for plant closure activities-HR documentation work loads
2. Coordinating external bodies & factories for interviewing activities
3. Supporting LHDN stamp duty for new sign contract of employment registration

To support with HR Admin tasks:

1. Support in documentation
2. Assist in administrative / HR system tasks as required
3. Assist in creating/edit template
4. e-Filing / Filing in JTK



ID pracovní pozice
REF87259P

Lokalita
Alor Setar

Právnícká osoba
**Continental Tyre AS Malaysia
Sdn. Bhd.**

Váš profil

1. Currently doing Bachelors Degree in HR related fields.
2. Proficient computer skills, including Microsoft Office Suite (Word, Excel, & PowerPoint), Canva, google form and etc.
3. Excellent written and verbal communication skills in English and Bahasa Melayu.
4. Flexibility, energetic, eager to tackle new projects & ideas.

Co nabízíme

Please attach you university internship letter and indicate your internship period.

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

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

O nás

Continental develops intelligent technologies for transporting people and their goods. As a reliable partner, the international automotive

supplier, tire manufacturer, and industrial partner provides sustainable, safe, comfortable, individual, and affordable solutions. In 2015, the corporation generated sales of €39.2 billion with its five divisions, Chassis & Safety, Interior, Powertrain, Tires, and ContiTech. Continental currently employs approximately 215,000 people in 55 countries. We want you at our facility in Alor Setar.