

Human Resource Intern

工作职责

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

职位要求

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.

我们可以提供

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

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关于我们

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



职位号码

REF87259P

所在地

Alor Setar

法律实体名称

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

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.