

HR Intern

Descrição da função

Data Analysis & Reporting

- Maintain and analyze HR-related data (e.g., training data, engagement metrics)
- Develop dashboards and reports for HR insights and decision-making

C&B Operations

- Assist in staff movement endorsement (new hire, changes, termination) for insurance coverage for Group Term Life, Group Personal Accident & Group Hospitalization, Outpatient, Dental & Optical
- Assist in any general enquiries/issues receive from employee related to insurance coverage and connect with vendor
- Assist in insurance invoicing by providing cost centre breakdown details to Finance for payment process
- Assist in connecting with vendor for any invoice issue (i.e amount not tally, missing breakdown file/invoice attachment from vendor, etc)
- Assist in AEON vouchers distribution and record keeping (i.e wedding gift, retirement, etc)
- Assist on Shell card distribution to employee upon receive parcel delivery by Shell

HR Policy & Process Flow

- Assist in preparing PowerPoint slide, end to end Process Flow for any revise or newly establish HR policies
- Assist in maintaining all C&B related documents into C&B shared folder, shared link, etc.

Event Support

- Assist in organizing HR-related events and programs (e.g., learning campaigns, engagement activities)
- Handle logistics, communication, and administrative coordination

Requisitos

Education / Certification

Diploma/Degree in Human Resources Management, Business Administration, Psychology, Data Analytics, or any related fields.

Required Experience

- Proficient in Microsoft Excel (formulas, data handling), SAP system, and data analysis tools
- Experience participating in projects that required strong attention to detail, high quality standards, and effective document management/organization



Identificação da vaga
REF88995K

Local
Petaling Jaya

Pessoa jurídica
Continental Tyre PJ Malaysia Sdn. Bhd.

- Active involvement in leadership roles, such as leading a club, society, or events will be an added advantage
- Openness to working with people from diverse backgrounds and willingness to embrace different cultural practices in the workplace
- Proficient in English and Bahasa Melayu (verbal & written)

O que oferecemos

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Quem somos

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 2024, Continental generated sales of €39.7 billion and currently employs around 190,000 people in 55 countries and markets.

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