

HR Intern

工作职责

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

职位要求

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



职位号码

REF88995K

所在地

Petaling Jaya

法律实体名称

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)

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