

HR Intern

工作职责

Key Responsibilities

Recruitment & Hiring Support

- Support recruitment activities as needed, which may include job postings, candidate screening, interview scheduling, and follow-ups
- Maintain and organize hiring-related documents in HR shared folders and links

Onboarding

- Assist with onboarding activities for new hires to ensure a smooth transition
- Help with the design/update onboarding pages/materials to create an engaging and informative experience for new employees
- Collaborate with the HR team to ensure content reflects company culture and policies

Data Analysis & Reporting

- Assist in collecting and organizing HR-related data (e.g., recruitment metrics, engagement insights, etc.)
- Support the preparation of simple reports or dashboards for HR insights

Policy & Documentation

- Help to prepare PowerPoint presentations and process flow documents for revised or new HR policies
- Ensure proper filing and organization of HR documents

Event & Program Support

- Assist in organizing HR-related events and programs, which may include onboarding sessions, engagement activities, and recruitment-related initiatives as required
- Provide support for logistics, communication, and administrative coordination for HR projects and activities

Administrative & Inventory Support

- Maintain HR-related documents and shared folders
- Handle logistics, communication, and administrative coordination

职位要求

- Currently pursuing a Diploma or Degree in Human Resources, Business Administration, Psychology, or related fields
- Basic knowledge of Microsoft Office (Excel, PowerPoint, Word)
- Interest in HR, recruitment, and people-related activities



职位号码

REF91481U

所在地

Petaling Jaya

法律实体名称

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

- Good communication skills and willingness to learn
- Ability to work with people from diverse backgrounds
- Proficient in English and Bahasa Melayu (verbal & written)

我们可以提供

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关于我们

Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €39.7 billion in 2024 and currently employs around 95,000 people in 54 countries and markets.

Tire solutions from the Tires group sector make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2024, the Tires group sector generated sales of 13.9 billion euros. Continental's tire division employs more than 57,000 people worldwide and has 20 production and 16 development sites.