

# HR Intern

## Your tasks

### Key Responsibilities

#### C&B Operations

- Responsible for ensuring HR-related agreements, such as contracts, separation letters, etc., are stamped by relevant legal authorities in a timely manner.
- Assist HR team in organising and collecting in-scope agreements on a regular basis.
- 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 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.
- 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).

#### Event Support

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

#### Data Analysis & Reporting

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

#### 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.

## Your profile

- Currently pursuing a Diploma/Degree in Human Resources Management, Business Administration, Psychology, Data Analytics, Communications, or any related fields.
- Proficient in Microsoft Excel (formulas, data handling), SAP system,



Job ID  
**REF93649M**

Location  
**Petaling Jaya**

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

and data analysis tools.

- Experience participating in projects that required strong attention to detail, high quality standards, and effective document management/organization.
- Active involvement in leadership roles, such as leading a club, society, or events, will be an added advantage.
- Ability to work with people from diverse backgrounds.
- Proficient in English and Bahasa Melayu (verbal & written).

## **Our offer**

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

## **About us**

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.