

HR Intern

Vaše náplň práce

Role Overview

We are seeking a highly organized and discreet HR Intern to support our Human Resources team during the final stages of our plant closure. This role is critical in ensuring that all employee records, compliance documents, and historical data are accurately audited, digitized, and securely transferred to our sister facility. This is an excellent opportunity for a student or recent graduate to gain high-volume administrative experience and witness the complexities of organizational change management.

Key Responsibilities

- **Document Auditing:** Review physical personnel files to ensure all required compliance documents (contracts, tax forms, performance reviews) are present and accounted for.
- **File Organization:** Standardize the filing system for high-volume record sets in preparation for long-term storage or transfer.
- **Data Transfer:** Coordinate the secure packing and logistical transfer of hardcopy files to our sister company, maintaining a strict manifest of all moved items.
- **Digitization:** Assist in scanning essential documents into the electronic HRIS system to ensure digital continuity.
- **Closure Support:** Assist the HR Manager with general administrative tasks related to the site wind-down, including processing final paperwork and organizing employee communication materials.

Required Skills & Qualifications

- **Attention to Detail:** A "detective" mindset to spot missing signatures or misfiled documents.
- **Confidentiality:** Absolute integrity when handling sensitive employee data and private information.
- **Physical Stamina:** Ability to handle physical filing tasks, including lifting document boxes and spending time in record rooms.
- **Basic Tech Savvy:** Proficiency in Microsoft Office (Excel is a must for tracking manifests) and experience with office scanning equipment.
- **Communication:** Clear, professional verbal and written communication skills.



ID pracovní pozice
REF94451K

Obor
Personalistika

Lokalita
Alor Setar

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

Internship Benefits

- Hands-on experience with **HR Compliance** and **Records Management**.
- Exposure to the logistical and legal realities of a corporate site closure.
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Váš profil

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.

Co nabízíme

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

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O nás

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