

HR Operations Specialist

Your tasks

- Provide day-to-day HR operational support including HR documentation, record maintenance, document filing, and process coordination.
- Prepare and maintain accurate audit ready related HR operational reports and dashboards on a weekly, monthly, quarterly, and annual basis
- Ensure training and communication processes comply with internal policies and data privacy requirements.
- Administer HRD Corp-related processes including grant applications, levy utilisation tracking, claims submission, and maintenance of required supporting documents in line with applicable employer guidelines and schemes.
- Coordinate with training providers and internal stakeholders to ensure training programs meet claimability and documentation requirements under relevant HRD Corp processes and allowable cost requirements.
- Monitor deadlines for grant submissions, claim submissions, documentation updates, and follow-ups to minimise rejected or delayed claims.
- Maintain proper records of approved grants, claims status, levy balance/utilisation, and related correspondence.
- Serve as the point of contact for HRD Corp administrative matters and support internal audits or compliance checks related to training grants and levy-funded programs.
- Provide periodic updates to management on levy utilisation, claim status, approved training budgets, and opportunities to optimise available training support. HRD Corp positions levy-funded training as a way for employers to access training and development support and improve workforce capability.
- Identify opportunities to improve operational efficiency, employee experience, and communication effectiveness.
- Support additional HR operational projects/tasks as assigned.

Your profile

- Bachelor's degree in Human Resources, Business Administration, Management, or related field.
- **3-5 years** of experience in HR operations, HR administration, training coordination, or HR shared services.
- Hands-on experience in **training administration and HRD Corp/HRDF grant and claims administration** is strongly preferred
- Experience in preparing management reports, dashboards, and HR data analysis.
- Experience working with HRIS, LMS, Excel, and reporting tools



Job ID
REF97505D

Location
Petaling Jaya

Leadership level
Leading Self

Job flexibility
Onsite Job

Legal Entity
Continental Tyre PJ Malaysia Sdn. Bhd.

Our offer

- At Continental, we let your ideas shape the future to make a meaningful difference in the world, and to themselves.
- Opportunity to gain global experience and build networks from international mobility across our vast organization.
- Competitive salary, bonuses and pension contributions. Beyond that, you'll enjoy generous leave, medical care and a highly competitively staff benefits package.
- We foster our people's talent so they can master their career journeys and realize their greatest potential.
- Open, inspiring and rewarding corporate culture
- Flexible working conditions that help you enjoy your work-life balance.

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

About us

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 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.