

# HR Operations Specialist

## 工作职责

- 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.

## 职位要求

- 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



职位号码  
**REF97505D**

所在地  
八打灵再也

领导力级别  
个人贡献者

工作场所灵活度  
现场办公

法律实体名称  
**Continental Tyre PJ Malaysia Sdn. Bhd.**

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