

HR Generalist Intern

工作职责

What You'll Do (Day-to-Day & Projects)

As an HR Intern, you will work closely with the HR team, particularly in the **Compensation & Benefits** pillar, and be involved in:

Project-Based Work

- Support **policy enhancement initiatives** to improve clarity, consistency, and employee experience
- Contribute to the **migration to our new HR portal**, including content development and process redesign
- Collaborate with HR IT on **digitalization projects**, focusing on **automation, standardization, and process efficiency**
- Bring your creativity to propose improvements in HR processes and employee journeys

Research & Transformation

- Conduct research on **market practices and benefits trends**
- Support the development of **benefits proposals and transformation initiatives**

Operational & Ad-Hoc Support

- Assist in creating, updating, and enhancing **Standard Operating Procedures (SOPs)**
- Support administration of employee benefits such as:
 - Medical benefits
 - Housing interest subsidies
 - Vehicle loans
- Participate in day-to-day HR operations and continuous improvement efforts

By the end of your internship, you will walk away with:

- Practical experience in **Compensation & Benefits management**
- Exposure to **HR digital transformation and system implementation**
- Skills in **policy development, SOP creation, and process improvement**
- Hands-on experience in **automation, standardization, and operational efficiency**
- Strong research and analytical skills in **HR and employee benefits**
- Opportunity to contribute ideas and see your impact in real projects
- Better understanding of how HR drives **employee experience and business outcomes**



职位号码

REF97576E

工作职能

人力资源

所在地

八打灵再也

工作场所灵活度

现场办公

法律实体名称

Continental Tyre PJ Malaysia Sdn. Bhd.

职位要求

We're looking for someone who is:

- Currently pursuing a degree in **Human Resources, Business Administration, Psychology, or related fields**
- Highly **organized, detail-oriented, and responsible**
- Strong in **communication (written and verbal)**
- Comfortable working with **data, processes, and documentation**
- Proactive, curious, and eager to **learn and improve processes**
- Creative mindset with an interest in **digitalisation and innovation**
- Proficient in **Microsoft Office (Excel, PowerPoint, Word)**

我们可以提供

Why Join Us?

This is more than an internship – it's an opportunity to **learn, create, and influence real HR initiatives**. If you enjoy combining **structure with creativity** and want to be part of meaningful transformation work, we'd love to hear from you.

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

关于我们

Continental is a leading tire manufacturer and industry specialist that develops and produces sustainable, safe and convenient solutions for automotive manufacturers as well as industrial and end customers worldwide. Founded in 1871, the company generated sales of €19.7 billion in 2025 and currently employs around 78,000 people in 54 countries and markets