

Internship - Human Relations

工作职责

- **Recruitment & Onboarding**
 - Assist in posting job advertisements and screening resumes.
 - Coordinate interview schedules and communicate with candidates.
 - Support onboarding activities for new hires.
- **HR Administration**
 - Maintain and update employee records in HR systems.
 - Prepare HR-related documents and reports.
 - Assist in managing HR databases and filing systems.
- **Employee Engagement**
 - Support planning and execution of employee engagement activities.
 - Assist in organizing training sessions and workshops.
- **Compliance & Policy**
 - Help ensure HR policies and procedures are followed.
 - Assist with audits and compliance documentation.
- **Other Projects**
 - Participate in HR initiatives such as performance management, talent development, and wellness programs.



职位号码
REF6116L

所在地
Perai

法律实体名称
AUMOVIO Components Malaysia Sdn. Bhd.

职位要求

- Currently pursuing a **Bachelor's degree** in Human Resources, Business Administration, Psychology, or related field.
- Strong **communication and interpersonal skills**.
- Proficient in **Microsoft Office Suite** (Word, Excel, PowerPoint).
- Detail-oriented with good **organizational skills**.
- Ability to maintain **confidentiality** and handle sensitive information.
- Positive attitude and willingness to learn.

我们可以提供

Ready to take your career to the next level? The future of mobility isn't just anyone's job. Make it yours! **Join AUMOVIO. Own What's Next.**

关于我们

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software,

architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.