

Driving decarbonization and digitalization. Together.



Specialist Rewards and Benefits Services

Job description

In your new role you will:

- Provide efficient operational and administration support to the Manager and Team Lead in order to ensure the delivery of HR transactional and operational services to stakeholders are in accordance with the HR policies/procedures and of exceptional quality and timeliness.
- Data Administration: Perform all data entry and maintenance activities for Global Master Data System (GMDS), including payments and deductions update, Leave and Claims management
- Provide and keep up-to-date HR Data Reports and Statistics to internal and external parties.
- Process Administration: Perform routine administrative tasks to ensure HR processes are completed accurately, and on time, and in accordance with established HR business processes.
- Process improvement and automation for operational excellence
- Validating data from time to time and ensure data is entered in the appropriate HR systems in an effective and accurate manner
- Issue Handling and Escalation: Provides support to employees on Rewards and Benefits related topics and escalate to subject matter.
- Responsible for end to end management of internal customers (managers /employees/HR) requests via HR ticketing tool in an effective, discrete, professional manner and respecting data privacy constraints
- Others
 - a) Projects as Assigned: Participate on project teams as assigned
 - b) Perform other duties in HR Service Center according to business need

Profile

You are best equipped for this task if you have:

- Bachelor's Degree, Post Graduate Diploma or professional Degree in any field, preferably in Human Resources
- 0 -1.5 years of relevant job experience; 10 years job experience for employees with diploma
- Possesses Good and Hands-on Knowledge and Skills in HR systems (GMDS)
- Proficient in MS Excel, MS Word, MS Powerpoint.
- Good Problem Solving Skills
- Ability to inform the Manager quickly on potential issues related to work

At a glance

Location: **Melaka (Malaysia)**
Job ID: **102883**
Start date: **May 06, 2024**
Entry level: **0-1 year**
Type: **Full time**
Contract: **Temporary**

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Job ID: **102883**
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- Ability to learn New Skills quickly
- Ability to Communicate both verbal and written skills
- Articulate and meticulous

Note: 1 year contract under 3rd party payroll vendor and entitled to benefits according to vendor company

Benefits

- **Melaka:** Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Exempt working hours are flexible within core hours (9am-12pm & 2pm- 5.15pm); Home office options for certain tasks or due to personal circumstances. Applicable to exempt employees working on office hours only; Part-time work possible for exempt employees only; Exempt staff could apply up to 3-month sabbatical leave, subject to business situation; Medical coverage; In-house clinic operates 24 hours, doctor consultation possible from 9am to 5pm; Health promotion programs; Social Recreation Center with facilities, such as gym room, squash, badminton and netball court, zumba and yoga classes, etc.; On-site Cafeteria; Paid sick leave according to law; Additional 3% to Employee Provident Fund after 10 years service with Infineon Malacca; Re-employment opportunities; Productivity incentive bonus; Bus service for shift employees ; Allocated carpark for disabled and pregnant employees

Why Us

Driving decarbonization and digitalization. Together.

Infineon designs, develops, manufactures, and markets a broad range of semiconductors and semiconductor-based solutions, focusing on key markets in the automotive, industrial, and consumer sectors. Its products range from standard components to special components for digital, analog, and mixed-signal applications to customer-specific solutions together with the appropriate software.

We are on a journey to create the best Infineon for everyone.

This means we embrace diversity and inclusion and welcome everyone for who they are. At Infineon, we offer a working environment characterized by trust, openness, respect and tolerance and are committed to give all applicants and employees equal opportunities. We base our recruiting decisions on the applicant 's experience and skills.

Please let your recruiter know if they need to pay special attention to something in order to enable your participation in the interview process.

