



Staff Specialist HR Business Partner

Job description

In your new role you will:

- Provide excellent HR advice and support to the local employees and managers on human resources related issues including performance management, succession planning, performance management and organization development strategic in relation to structure and change management.
- Regularly interface with the business (Head of Department/Module Head) to gain insight and understanding to the business/functional priorities, and the related HR requirements from the function.
- Support the business on the performance management and succession planning activities and ensuring smooth completion of whole performance management cycle timely and accurately.
- Evaluate and approve the compensation planning submitted by the managers via Compensation Planning Tool.
- Evaluate the promotion recommendation submitted by the managers and conduct job grading assessment before approve the promotion in the tool.
- Coordinate and facilitate the leadership dialogue for all managers plant wide.
- Handling employee's resignation / termination and exit procedures.
- Maintain the Individual Job Description for all departments.
- Responsible for employee personal file maintenance and ensure all relevant employee data well maintenance into HR system.
- Support ad hoc business request on the employee relevant data analysis that has a substantial impact on overall organization efficiency.
- Support HR BP daily operation administrative tasks as and when necessary.
- Participate in yearly HR related audit.

At a glance

Location: **Kulim (Malaysia)**
Job ID: **320157**
Start date: **immediately**
Entry level: **5+ years**
Type: **Full time**
Contract: **Permanent**

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- Participate in process improvement activities to increase efficiency of HR BP process.

Profile

You are best equipped for this task if you have:

- Bachelor's Degree in Human Resources/Management/Business Admin or any related field.
- At least 5 years' relevant working experience in the MNC manufacturing environment.
- Strong communication and persuasive skills and ability to interact with all levels of employees and management team
- Highly committed and able to work independently in fast pace environment.
- Strong data analytic skills.
- Possess a good working attitude and strong team spirit.
- High integrity in handling all confidential data.
- Agile and adaptive to the changes in dynamic working environment.

