



Specialist Employee Services

Job description

Responsible and accountable to perform all data entry and provide keep up to date HR Data Reports and Statistics.

In your new role you will:

- Act as the **Data Administration** where you need to **perform all data entry and maintenance activities** for Global Master Data System (GMDS), including New Hire, Rehires, Conversions, Personnel Changes, Separation and Terminations.
- **Provide and keep up-to-date HR Data Reports and Statistics** to internal and external parties.
- Act as the **Personnel File Management** where you need to manage physical personnel files, conducting routine audits to ensure completeness of team member files.
- Conduct **Process Administration** by performing 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.
- Handle **Issue Handling and Escalation** to provides first level support to employees on HR Service Center related topics and escalate to subject matter.
- **Responsible for end to end management of internal customers** (managers /employees/HR) enquiries via phone and/or email in an effective, discrete, professional manner and respecting data privacy constraints.
- **Participate on project teams** as assigned.
- Perform **other duties in HR Service Centre** according to business need.

Profile

You are best equipped for this task if you have:

- A **Bachelor's Degree, Post Graduate Diploma or professional Degree in any field**, preferably in **Human Resources**.
- **Good hands-on Knowledge and Skills in HR systems (GMDS)**.
- Proficient in **MS Excel, MS Word, MS PowerPoint**.
- **Good Problem Solving Skills** and able to inform the Manager quickly on potential issues related to work.

At a glance

Location: **Melaka (Malaysia)**
Job ID: **71789**
Start date: **as soon as possible**
Entry level: **0-1 year**
Type: **Full time**
Contract: **Temporary**

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Job ID: **71789**
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- **Ability to learn new skills quickly, good communicate both verbal and written skills** and articulate and meticulous person.

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

Part of your life. Part of tomorrow.

Infineon is a world leader in semiconductor solutions that make life easier, safer, and greener. Our solutions for efficient energy management, smart mobility, and secure, seamless communications link the real and the digital world.

Infineon Technologies (Malaysia) Sdn Bhd, with its 8.000 employees, is the largest manufacturing site of Infineon. The company has established itself as a leading manufacturing site for Power Semiconductors, Logic Semiconductors, Discrete and Sensor Products. We are committed to increasing productivity, on-time delivery and providing customized solutions while maintaining the highest level of product quality. The success of Infineon Melaka is evidenced by eleven National Awards received from the Prime Minister's Office as well as 15 corporate awards.

