



## Specialist Employee Services (Contract)

### Job description

Perform all data entry and maintenance activities for Global Master Data System (GMDS), including New Hire, Rehires, Conversions, Personnel Changes, Separation and Terminations.

In your new role you will:

- Provide and keep up-to-date HR Data Reports and Statistics to internal and external parties.
- Manage physical personnel files by conducting routine audits to ensure the completeness of team member files.
- Perform routine administrative tasks to ensure HR processes are completed accurately, 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.
- Provides first level support to employees on HR Service Center related topics and escalates 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 the HR Service Centre according to business needs.

### Profile

You are best equipped for this task if you have:

- Bachelor's Degree, Post Graduate Diploma or professional Degree in Human Resources or any relevant fields.
- Possesses good and hands-on knowledge and skills in HR systems (GMDS).
- Proficient in MS Excel, MS Word and MS PowerPoint.
- Good Problem Solving Skills.
- Ability to inform the manager quickly on potential issues related to work.
- Ability to learn new skills quickly.
- Ability to communicate both verbal and written skills.

### Why Us

### At a glance

Location:

Job ID: **71793**

Start date: **as soon as possible**

Entry level: **0-1 year**

Type: **Full time**

Contract: **Temporary**

Apply to this position online by following the URL and entering the Job ID in our job search. Alternatively, you can also scan the QR code with your smartphone:

Job ID: **71793**

[www.infineon.com/jobs](http://www.infineon.com/jobs)



**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.

