



Specialist Learning Services

Job description

In your new role you will:

- Provide and **keep up-to-date HR Learning Services Data Reports and Statistics** to internal and external parties.
- **Perform routine training administrative tasks** to ensure HR training processes are completed accurately, and on time, and in accordance with established HR business processes.
- Act as the **Human Resource Development Fund (HRDF)** administration (applications and claims, advice on HRDF matters and latest circulars).

Profile

You are best equipped for this task if you have:

- Good and Hands-on Knowledge and Skills in HR Learning systems (**SAP, Success Factor**).
- Proficient in **MS Excel, MS Word, MS PowerPoint**.
- Good Problem Solving Skills, articulate and meticulous.
- Diplomatic and sensitive communication with knowledge of intercultural differences.
- **Fresh graduated are welcome to apply!**

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

At a glance

Location:

Job ID: **71283**

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:

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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.

