



Specialist Recruiting Services

Job description

Responsible for service delivery and operational excellence as well as the interface with internal & external parties.

In your new role you will:

- **Schedule and Co-ordinate Interview** collaboratively with Hiring.
- Booking of interview rooms and parking lot.
- **Inform candidate the interview appointment**, documents required for interview and job description.
- **Update Applicant Tracking System (ATS)**.
- Maintain recruitment metrics, time-to-arrange and time-to-offer.
- Generation of job offer letter and administration.
- Prepare new hires kit.
- New employees hiring administration.
- Organize **New Employees On Boarding Program**.
- Acts as liaison and work closely with internal sections/departments/segments and external parties, including recruitment agencies, bank, EPF etc. to deliver quality and timeliness service and administration.
- 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.
- Responsible for **Projects as Assigned**: 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:

- Bachelor's Degree, Post Graduate Diploma in **Human Resources** or any other equivalent field.
- Minimum **1 year of relevant job experience; 10 years job experience for employees with diploma**.
- **Customer service and public relations** methods and techniques.
- Proficient in **Computer System, MS Excel, MS Word, MS Powerpoint**.
- **Good Problem Solving** and Organization Skills.
- Ability to inform the Manager quickly on potential issues related to work.
- Ability to learn New Skills quickly.

At a glance

Location:

Job ID: **72610**

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:

Job ID: **72610**

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- **Possesses Good and Hands-on Knowledge and Skills in HR systems** (Applicant Tracking System).
- **Fresh Graduates are welcome to apply.**

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.

