

# Driving decarbonization and digitalization. Together.



## Specialist Employee Operations (Contract)

### Job description

In your new role you will:

- **Data Administration:** Perform all data entry and maintenance activities for Global Master Data System (GMDS), including Personnel Changes, Contract Management, Internal Transfer, Separation and Terminations.
- **Personnel File Management:** Manage physical personnel files, conducting routine audits to ensure completeness of team member files.
- **Process Administration:** Perform 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**
- **Issue Handling and Escalation:** 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**
- **Others**
  - a) Projects as Assigned: Participate on project teams as assigned
  - b) 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 or professional Degree in any field, preferably in Human Resources
- Possesses Good and Hands-on Knowledge and Skills in HR systems (GMDS)
- Proficient in MS Excel, MS Word, 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
- Articulate and meticulous

Note: 1 year contract under 3rd party payroll vendor and entitled to benefits according to vendor company

### At a glance

Location: **Melaka (Malaysia)**  
Job ID: **103370**  
Start date: **May 20, 2024**  
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: **103370**  
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## 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

### **Driving decarbonization and digitalization. Together.**

Infineon designs, develops, manufactures, and markets a broad range of semiconductors and semiconductor-based solutions, focusing on key markets in the automotive, industrial, and consumer sectors. Its products range from standard components to special components for digital, analog, and mixed-signal applications to customer-specific solutions together with the appropriate software.

### **We are on a journey to create the best Infineon for everyone.**

This means we embrace diversity and inclusion and welcome everyone for who they are. At Infineon, we offer a working environment characterized by trust, openness, respect and tolerance and are committed to give all applicants and employees equal opportunities. We base our recruiting decisions on the applicant´s experience and skills.

Please let your recruiter know if they need to pay special attention to something in order to enable your participation in the interview process.

