



Internship: Project Management Office Support

Job description

We are looking for motivated and committed students (f/m/div)* who are willing to learn new things and work in a innovative company acting on a global scale. An exciting working environment characterizes this internship as well as an attractive salary. Apply now for this internship in Graz and support our team.

We are looking for a student which **supports** the team and keeps our **development projects** up and running! In your new role, you are working with our Project Management and Resource Management groups. You will learn about the **processes** and **data management** which need to be maintained for the successful execution of our projects.

You will be involved in **project planning**, **project** and **resource data management**, **project controlling** and **reporting**. Your main tasks during this internship are:

- **Data management** in project planning tools
- Support in **methodology** and tools
- Preparation of **data reports**
- **Controlling** and **analysis** of data
- Supporting the **planning process**
- Providing the data to stakeholders in management

Further Information:

Type of employment: Temporary / Part-time; min. 15h/week (flexible working hours from Monday to Friday between 6 a.m. and 7 p.m.)

Duration: min. 6 months

Profile

You successfully meet the requirements, if you are a motivated and committed student from the field of **Engineering, Mathematics, Economics** or similar. You are best equipped for this task if you additionally offer:

- Good **English**- and **German** skills
- Good knowledge of **MS-Excel** (preferably also programming in VBA)
- A **precise, reliable, independent** and **customer-oriented working style**
- **Communication** and **networking skills**

At a glance

Location: **Graz (Austria)**
Job ID: **350971**
Start date: **as soon as possible**
Entry level: **0-1 year**
Type: **Part time**
Contract: **Temporary**

Apply to this position online by following the URL and entering the Job ID in our job search:

Job ID: **350971**
www.infineon.com/jobs

Contact

Lisa Derhaschnig
Student Attraction Manager



This position is subject to the collective agreement for workers and employees in the electrical and electronics industry (full-time), employment group B for bachelor students, employment group D for master students (<https://www.feei.at/wp-content/uploads/2022/05/minimum-salaries-white-collar-workers-2022.pdf>).

Please attach the following documents (German or English) to your application:

- Motivation letter
- CV
- Certificate of matriculation at a university
- Transcript of records
- Highest completed educational certificate (Matura certificate for Bachelor students, Bachelor certificate for Master students)
- Reference letter

Benefits

- **Graz:** Möglichkeit für Coaching, Mentoring & Netzwerken; Trainingsangebot & strukturierte Entwicklungsplanung; Möglichkeit zur internationalen Entsendung; Verschiedene Karrierepfade: Project Management, Technical Ladder, Management & Individual Contributor; Flexible Arbeitszeit: Vertrauensgleitzeit; Möglichkeit zum Home Office; Offenheit für Teilzeit (auch in der Elternzeit); Sabbatical; Sozialberatung & Betriebsarzt; Gesundheits- & Vorsorgeprogramme; Vergünstigtes Mittagessen; Versicherungsangebot zu attraktiven Konditionen; Arbeitgeberfinanzierte betriebliche Altersvorsorge; Offenheit für flexiblen Übergang in die Altersrente; Erfolgsbonus; Barrierefreiheit am gesamten Standort

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.

Automotive (ATV) shapes the future of mobility with microelectronics enabling clean, safe, and smart cars –

Our semiconductors are essential for supporting the automotive megatrends: electromobility, automated driving, connectivity, and advanced security. They link the real and the digital world, driving the ever-advancing pace of automotive digitalization. Infineon **ATV** is the number one semiconductor partner in the fast-changing automotive world, based on our system knowledge and our passion for innovation and quality.

** The term gender in the sense of the General Equal Treatment Act (GETA) or other national legislation refers to the biological assignment to a gender group. At Infineon we are proud to embrace (gender) diversity, including female, male and diverse.*

Infineon Hub - Connect. Create. Challenge.

The iHub at TU Wien represents an inspiring tech platform, networking area and event location, connecting Infineon Austria with tech experts, science specialists and young professionals.

Check out our upcoming events:

[Infineon iHub](#)

