



## Recruiting HR Specialist (f/m/div)\*

### Job description

Are you a highly proactive person with a passion for HR topics? Do you strive for team collaboration, aiming for the best and most efficient solutions? In Lviv, you will find a stimulating work environment, where state-of-the-art technology that will shape our future lifestyles is being developed every day. Your mission? Support the recruiting activities which will enable the ambitious growth plans of our R&D site. Come and join our HR department!

As Recruiting HR Specialist, you will report to the site HR Manager and support with local recruiting topics. In order for you to be successful, you will as well collaborate closely with our Talent Attraction team based in Infineon's Shared Service Center in Porto. Your role will be essential to support the strong site growth in Lviv.

In your new role you will:

- **Provide support to local HR structure with focus on recruiting topics**, such as: posting job ads on local platforms, organizing and attending career events and job fairs, accompanying interviews with candidates, performing the onboarding and managing other HR administrative processes
- **Maintain a regular collaboration with our recruiters, who are based in Portugal**, and act as an interface between them, the site in Lviv and candidates, whenever needed
- **Communicate effectively, sharing and exchanging information** with all levels of management
- Actively participate in the **continuous improvement of HR processes**.

### Profile

You are a great communicator with exceptional time management skills. You easily establish networks with people and cooperate in an effective way across borders. Moreover, you don't lose sight of the big picture and you apply a problem-solving attitude to everyday challenges.

You are best equipped for this role if you have:

- A degree in **Human Resources, Psychology, Business Administration** or an equivalent field
- At least **1 year of experience in HR, preferably with focus on recruiting topics**
- Good communication skills and **collaborative mindset**
- **Ability to organize own work efficiently**, while paying attention to details at all times

### At a glance

Location:

Job ID: **66060**

Start date: **as soon as possible**

Entry level: **1-3 years**

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: **66060**

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

### Contact

**Diogo Venâncio**

Talent Attraction Manager



- English upper intermediate level.

## Why Us

**Part of your life. Part of tomorrow.**

We make life easier, safer and greener – with technology that achieves more, consumes less and is accessible to everyone. Microelectronics from Infineon is the key to a better future. Efficient use of energy, environmentally-friendly mobility and security in a connected world – we solve some of the most critical challenges that our society faces while taking a conscientious approach to the use of natural resources.

*\* 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.*

