



## Executive Assistant: Administration and Office Support (f/m/div)\* – Categorie Protette (ex art.1 L.68 /99)

### Job description

This position is reserved for candidates belonging to Categorie Protette (ex art.1 L.68 /99). Do you see yourself working in a leading-edge technology environment? Do you thrive with people interaction but are also passionate about administrative and facility topics? If your reply was “Yes!” to both questions, we have the right challenge for you at Infineon in Pavia! Apply now to join our team as an Executive Assistant.

As an Executive Assistant, you will be responsible for administrative work, facility management and team support.

In your new role you will:

- Support **administrative, procurement and accounting tasks** such as purchasing order (PO) creation and tracking, vendor contact, invoice verification and processing, invest planning and tracking, asset creation and management;
- Ensure **office infrastructure management**, building management, facility development and improvement projects;
- Assist colleagues in **procurement processes**, shipment and receipt procedures, export control and customs;
- Support the site manager with **duties related to business continuity** such as site security and health, safety and environment (HSE);
- Assist the site manager with **timely site communications** and organizing site **access, events and visits**.

*Please note that we offer a permanent external contract with potential future conversion into one directly with Infineon.*

### Profile

You are responsible and have a structured and self-driven working style. You are a proactive and open-minded person, able to adapt to different situations and generate solutions. Furthermore, you communicate clearly and coherently and are able to quickly establish a successful cooperation with others.

You are best equipped for this role if you have:

- A **degree in Accounting, Economics, Business Administration** or similar field of studies;

### At a glance

Location: **Pavia (Italy)**  
Job ID: **73828**  
Start date: **as soon as possible**  
Entry level: **0-1 year**  
Type: **Full time**  
Contract: **Permanent**

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: **73828**  
[www.infineon.com/jobs](http://www.infineon.com/jobs)



### Contact

Margarida Carneiro



- **Experience in business administration** such as vendor management, contracting, bookkeeping, export control and customs, asset management;
- Understanding of digital platforms such as **Microsoft Office tools – SAP** is a plus;
- **Prioritization skills** and the ability to **anticipate needs** and proactively **provide solutions** for optimization of site operations;
- Excellent communication in both **Italian and English**.

## Benefits

- **Pavia:** Möglichkeit für Coaching, Mentoring & Netzwerken ; Trainingsangebot & strukturierte Entwicklungsplanung ; Möglichkeit zur internationalen Entsendung ; Verschiedene Karrierepfade: Project Management, Technical Ladder, Management & Individual Contributor ; Flexible Arbeitszeit: Vertrauensgleitzeit ; Offenheit für Teilzeit (auch in der Elternzeit) ; Medical Coverage ; Lohnfortzahlung im Krankheitsfall ; Erfolgsbonus ; Barrierefreiheit ; Kantine; Arbeitgeberfinanzierte betriebliche Altersvorsorge

## 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.

*\* 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.*

