

Driving decarbonization and digitalization. Together.



Senior HR Administration Specialist (f/m/div)

Job description

We are searching for a dynamic Senior HR Administration Specialist to join our team in Hungary, Cegléd! Do you want to join a team where you will play a pivotal role in ensuring smooth HR operations, and play a key role in developing policies and processes? With your experience in HR administration, you'll help us support the growth of Infineon.

As a Senior HR Administration Specialist, you will be responsible for developing, reviewing, and modifying processes, policies related to personnel administration as well as collaborating with other HR teams locally, and remotely with international HR teams.

In your new role you will:

- Be responsible for smooth, **daily operation** of the systems and **processes**, precise handling of confidential information and documents;
- Coordinate the tasks of the HR administration team, manage and liaise with **external service providers** and propose improvements in relation to innovations;
- Act as a Center of Excellence in **Hungarian Labour, social security** and **payroll** related taxation regulations and processes;
- Provide HR employee services and **advise managers** on payroll related activities and its processes;
- Perform key user functions in SAP and Time & Attendance System and ensure timeliness and regularity of processes and data quality between these systems;
- Participate in the introduction of new HR-related software, digitalization, and process automation, and take initiatives to improve processes, including external partners.
- Ensure data quality, consistency, and security.

Profile

You are proactive and have a structured and analytical mindset. Your working style is process-oriented and you have the ability to be flexible even in a complex working environment. You have great communication skills and a strong customer orientation which allows you to quickly establish successful cooperation within your team and with others.

You are best equipped for this task if you have:

- A **University Degree**, preferably in Economics, HR or Business Administration;

At a glance

Location: **Cegléd (Hungary)**
Job ID: **HRC0603006**
Start date: **as soon as possible**
Entry level: **3-5 years**
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: **HRC0603006**
www.infineon.com/jobs



Contact

Regan Lottering
Recruiter



- At least **3 or more years** of experience in HR personal administration, payroll field or similar roles;
- A strong knowledge of the Hungarian Labour Legislation;
- Proficient **English** and **Hungarian** knowledge.

Please send us your CV in English.

Benefits

- **Cegléd:** Möglichkeit für Coaching, Mentoring & Netzwerken; Trainingsangebot & strukturierte Entwicklungsplanung; Möglichkeit zur internationalen Entsendung; Verschiedene Karrierepfade: Project Management, Technical Ladder, Management & Individual Contributor; Hybrides Arbeitsmodell; Offenheit für Teilzeit (auch in der Elternzeit); Sabbatical; Ferienbetreuung für Kinder; Zugang zu einem Fitnessstudio vor Ort; Kantine vor Ort; Arbeitgeberfinanzierte betriebliche Altersvorsorge; Erfolgsbonus; Bonus zum Dienstjubiläum; Kostenlose Parkplätze vorhanden; Unterstützung für den Weg zur Arbeit, sowohl mit öffentlichen Verkehrsmitteln als auch mit dem Auto; Möglichkeit mobil aus dem Ausland zu arbeiten (EU)

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.

We look forward to receiving your resume, even if you do not entirely meet all the requirements of the job posting.

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

[Click here](#) for more information about Diversity & Inclusion at Infineon.

