



Shared Service Center T&E Team Lead (f/m/div)*

Job description

Would you like to manage a top tier travel and expenses team in Porto which operates internationally and assure that they are able to reach their goals? Are you passionate about setting a vision in your team and making it reality? If so, you might be the one! We're currently looking for a Shared Service Center travel & Expenses Team Lead to join us in this amazing challenge!

Your main goal will be managing the operational service with appropriate planning and use of resources, providing a high-quality service, and ensuring that key tasks rendered are performed according to service level agreement. You'll need to ensure compliant and reliable travel expense reimbursement procedures fitting to Infineon's travel landscape, processes and strategy. You strive for standardization and harmonization to increase process efficiency using opportunities for digitalization and automation.

In your new role you will:

- **Be responsible for the management and development of Travel and Expenses department**, by setting yearly targets in alignment with the functional leads; make performance evaluations, guide team's members in projects; monitor and mentor team's performance;
- Measure the quality of the **travel expense reimbursement process and its sub processes**, monitor such processes and continuously with focus on rationalization potential, increase of productivity and improvement of usability, explaining deviations and derive appropriate actions;
- **Drive innovation and identify new topics to improve** and facilitate reimbursement procedures in alignment with Global Process Owner, considering and applying new technologies;
- Facilitate decision making process based on independent information **gathering and evaluation as well as preparation of decision proposals**;
- **Consult and assist for travel expense related issues** in projects (e.g, new country, support testing) permanently reflecting Infineon's mobility strategy;
- Provide with your **team operational support for travel management related services** beyond the expense claims check service;
- **Participate actively in interdisciplinary working groups** to inform yourself and others about state-of-the-art standards and to bring external knowledge into the company to ensure strategic advancement of the mobility organization;
- **Drive cross-functional international projects.**

Profile

You demonstrate strong communication skills and know-how to establish lasting relationships and networks. You are able to act as an entrepreneur who is focused on

At a glance

Location:

Job ID: **323418**

Start date: **as soon as possible**

Entry level: **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:

Job ID: **323418**

www.infineon.com/jobs

Contact

Guilherme Lima

Talent Attraction Manager



results and aware of costs. Moreover, you are able to play different roles depending on the situation and adjust very well to all counterparts. You're charismatic and able to motivate people in order to achieve the best result they are able to get.

You are a better fit if you have:

- A relevant **university degree** to this position;
- At least **5 years of experience in shared service center environment** while managing teams;
- **Travel and Expenses knowledge would be an advantage**
- **Expertise in ERPs** (SAP FI and/or Concur would be a plus) ;
- Fluency in **English**;
- Great communication and **leadership skills**;
- **Organization skills** and a problem-solving mindset;
- **Ability to see the big picture** in their area of expertise.

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.

– Feel welcome at Infineon Shared Service Center in Porto! –

Our multifunctional business model is focused on high quality services through operational excellence with engaged people. We are recognized globally at Infineon as a valuable business partner.

These are the main business services on our site: Finance, Purchasing, Human Resources, Robotic Process Automation, IT, Audit, Legal, Compliance, Business Continuity among other areas that consolidate us as a high quality partner.

You will find a very open and approachable working culture in Infineon Porto. Our office space has also been designed to promote our people engagement and well-being at work.

** 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.*

