



## HR Service Center Coordinator

### Job description

You know what it means to provide excellent HR customer service and support to a global company. You succeed by using your strong organizational skills, high attention to detail and good customer focus. Having working knowledge with HRIS platforms and project management is even better. If you are a team player that lives up to high quality standards then an opportunity to join Infineon America's HR Service Center team may be a great match for you!

#### In your new role you will:

- Provide employees and managers with accurate, consistent and timely responses and explanations regarding **HR related questions and issues on policies, HR products, processes and services**, with the goal to solve the question or issue at the first initial contact
- Provide **administrative support** and coordination within a **fast paced HR Department** that **supports employees** located across the United States
- Be responsible for administrative processes, **data maintenance** indifferent **HR systems** and the **administration of employee personnel files** for different locations
- Process various forms related to **documenting human resources activities** such as new-hire, change-of-status, terminations, etc.
- **Manage Leaves Administration**, in-depth knowledge of **FMLA**
- **Support benefits administration** & Annual Benefits Enrollment activities
- **Manage Workers Compensation claims processing** which includes maintenance of all files, ensuring that all claims are administered according to Company policy and carrier requirements
- Administer the Service Center email, voice-mail and ticketing system in-boxes
- Coordinate and **conduct new-hire orientations** and complete new hire **onboarding processes**, including I-9 verification
- Participate in information sharing with co-workers and work constantly on **process improvements** including identification of opportunities for process automation
- Lead, participate, and collaborate on assigned **HR projects**

### Profile

You have strong customer service skills with the ability to work within a team to create effective departmental strategies and meet department goals.

You are best equipped for this task if you have:

### At a glance

Location: **El Segundo, CA (United States)**  
Job ID: **330837**  
Start date: **as soon as possible**  
Entry level: **1-3 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: **330837**  
[www.infineon.com/jobs](http://www.infineon.com/jobs)



- **Associate's Degree** or equivalent required. Bachelor's degree preferred
- **2+ years experience** working in an **HR** or **shared service environment**
- Excellent oral and written communication and interpersonal skills which include the ability to effectively communicate in a courteous manner with staff, co-workers, leadership, vendors and internal and external customers
- Ability to **identify problems** and **develop solutions**
- Ability to manage several tasks simultaneously; set priorities and plan work to meet deadlines
- Competent in **Microsoft Office**, particularly **MS Excel**, and word-processing
- Working knowledge of one or more **HRIS platforms like SAP, PeopleSoft**, etc.
- **Project Management experience** preferred
- Ability to work in shifts

## Benefits

- **El Segundo, CA:** Medical, Dental & Vision Plans; Flexible Reimbursement Accounts (FSAs); Industry leading 401k Employer Contribution/Match; Company Performance Bonus; Holiday Pay & Paid Time Off (PTO); Flexible Working Conditions, Part-time Options; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Wide range of Training Offers & Career Development Planning; Coaching, Mentoring, Networking Possibilities; International assignments; Basic Life & Dependent Life Insurance; Paid Sick Leave, Accidental Death & Disability Insurance (AD&D); Short-term & Long-term Disability; Employee Assistance Program (EAP); Health Promotion Programs; Reduced Price for Public Transportation

## 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.

*Infineon Technologies Americas Corp. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition, family care status, military or veteran status, marital status, domestic partner status, sexual orientation, or any other basis protected by local, state, or federal laws. Applicants with questions about access or requiring a reasonable accommodation for any part of the application or hiring process should contact the Talent Network by phone at (408) 503-2194.*

*Employment at Infineon is contingent upon proof of your legal right to work in the United States under applicable law, verification of satisfactory references and successful completion of a background check and drug test, and signing all your onboarding documents.*

*In some instances, if applicable, U.S. export control laws require that Infineon obtain a U.S. government export license prior to releasing technologies to certain persons. This offer is contingent upon Infineon's ability to satisfy these export control laws as related to your employment and anticipated job activities. The decision whether or not to submit and/or pursue an export license to satisfy this contingency, if applicable, shall be at Infineon's sole discretion.*

### IMPORTANT NOTICE :

Infineon is requiring all new U.S. employees and contractors to be fully vaccinated



against COVID-19. Full vaccination is defined as two weeks after both doses of a two-dose vaccine or two weeks since a single-dose vaccine has been administered. Anyone unable to be vaccinated, either because of a sincerely held religious belief or a medical condition or disability that prevents them from being vaccinated, can request a reasonable accommodation.

Infineon Technologies takes data privacy and identity theft very seriously. As such, we do not request personally-identifiable information (PII) from applicants over the internet or electronically. Please kindly refrain from disclosing your PII electronically during the application process or to unauthorized websites that may purport to be Infineon or any of our affiliates.

#LI-MA1

