



Executive Assistant (f/m/div)*

Job description

Do you describe yourself as an organisational talent? Are you looking for varied work and do you bring flexibility and your own ideas with you? As an Executive Assistant in our Sales & Marketing Transformation (SMT) team you will take over a wide range of tasks in an international environment that is working on challenging, transformational projects.

In your new role you will:

- Be responsible for general secretarial tasks such as scheduling, calendar coordination, correspondence, travel management and expenses (including visa applications) and data management
- Manage, organize and orchestrate interactions of the Leadership Team with all relevant stakeholders including the Management Board
- Prepare content and presentations
- Operate purchasing activities including ordering using SAP and internal purchasing channels
- Own and manage selective small as well as medium sized SMT projects and subprojects
- Contribute to larger strategic and operational projects
- Drive and manage our office facilities together with our Facility Management team
- Plan and organize internal and external events (e.g. meetings, events, workshops, trainings) including the associated logistics as well as the compilation of all necessary information and documents

Profile

Your organisational skills and talent for structuring different topics allow you to always keep an eye on the details without losing sight of the big picture. Furthermore, you should be open-minded and enjoy working in a team. In addition, you are personally committed to concerns at board level, give them a high priority and can quickly establish a trusting, constructive cooperation. Last but not least you have the capability and willingness to work and operate in an international, globally distributed team across locations, time zones and cultures.

You are best equipped for this task if you have:

- Completed successfully a vocational training
- 3-5 years professional experience in a similar role, e.g. as team assistant
- Very good IT skills (MS Office, SAP Ariba and SAP Concur would be an advantage)

At a glance

Location: **Munich (Germany)**
Job ID: **337895**
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:

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Contact

Laura Nairz
Talent Attraction Manager



- A high level of comprehension and very good organizational skills
- Excellent English communication skills (at native language level), with German as an added plus

Benefits

- **Munich:** Coaching, mentoring networking possibilities; Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Flexible working conditions; Home office options; Part-time work possible (also during parental leave); Sabbatical; On-site creche and kindergarden with 120 spots, open until 6pm; Holiday child care; On-site social counselling and works doctor; Health promotion programs; On-site gym, jogging paths, beachvolleyball, tennis & soccer court; On-site canteen; Private insurance offers; Wage payment in case of sick leave; Corporate pension benefits; Flexible transition into retirement ; Performance bonus; Reduced price for public transport and very own S-Bahn station; Access for wheelchairs

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.*

