



HR Specialist Student Administration – German speaker (f/m/div)*

Job description

Are you a team player who is eager to work in a truly diverse environment? Would you like to become an expert in student employment in Germany? Then, you should apply now and join Infineon in Porto!

As an HR Specialist, you will be part of our Employee Services team and support the HR Business Partner responsible for the administration of students in Germany.

In your new role you will:

- Act as a **business partner for the student recruitment** area;
- Control and **maintain job postings** due to legal requirements;
- **Support Business and HR stakeholders** in all matters regarding social and labor law;
- Initiate **process improvements**;
- Manage **work permit procedures and residence permits** for international students;
- **Process** other **necessary university documents** related to a student's assignment;
- Be responsible for administrative **processing of contract renewals**.

Profile

You are a great communicator with exceptional time management skills. Furthermore, you demonstrate high-quality standards towards your work and create value with your ideas and solutions.

You are best equipped for this task if you have:

- A **degree in Human Resources, Business Administration** or similar field;
- Around 2 years of **experience in HR**, preferably students' recruitment;
- Knowledge of the **university landscape and education in Germany**;
- Knowledge of the **labor market situation and candidate perspective** for our specific target groups;
- Good command of **German and English**.

Why Us

At a glance

Location:

Job ID: **346906**

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: **346906**
www.infineon.com/jobs

Contact

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Talent Attraction Manager



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.

– 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.*

