



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

Job description

Are you a team player who is eager to work in a multinational environment? Do you have interest in HR topics and great command of German? Then, this is your opportunity! Apply now and join the young and dynamic Employee Services team in Porto as an HR Specialist.

As an HR Specialist, you will be part of our Employee Services team and support HR Business Partners and other colleagues with employee lifecycle processes.

In your new role you will:

- Provide **support to our HR Business Partners** and their business areas with **administrative processes** within the employee lifecycle;
- **Manage HR requests**, such as reference letters, maternity/paternity leave, etc.;
- Support the **transfer of HR processes** to Porto;
- Share and **exchange HR related information** with all levels of the organization;
- Participate in the **continuous improvement** of HR processes.

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 role if you have:

- A **degree in Human Resources, Psychology, Management** or a similar field;
- **Experience in HR** or a relevant administrative role;
- The ability to **structure your own work** and **collaborate** with your team;
- The capability to **take responsibility** and **provide a quality service**;
- **Good command of German and English.**

Benefits

- **Porto (Maia):** 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; Medical coverage; Health promotion programs; Private insurance offers; Access for wheelchairs

At a glance

Location:	Porto (Maia) (Portugal)
Job ID:	346910
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: **346910**
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Contact

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Why Us

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's 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.

