



## HR Trainee – German Speaker (f/m/div)\*

### Job description

Do you have a proactive and motivated working attitude? Would you like to start a new experience in the HR field within a dynamic and multinational environment? Then this is your opportunity! Join our team in Porto and become part of a great place to work!

As an HR Trainee, you will support our HR counterparts in Germany with administrative processes related to the employee lifecycle.

In your new role you will:

- Provide **support to our HR Business Partners** and their business areas with **administrative processes within the employee lifecycle**;
- Be responsible to **ensure all practices are legally compliant** and in line with Infineon's policies and procedures;
- **Administer all HR related matters** (e.g. referencing, maternity and other leave requests) and document change of working times requests;
- **Share and exchange information with all levels of management**;
- **Initiate process improvements**.

### Profile

You are proactive and able to establish successful cooperation within your team and with others. Furthermore, your strong orientation to internal customers allows you to focus on their needs and provide a service of excellence.

You are best equipped for this role if you:

- Have a **degree in Psychology, Human Resources, Language Studies** or similar field;
- Are able to **structure your own work** within the team and **collaborate with all levels of management**;
- Are able to **take responsibility** and focus on **providing a quality service to your internal customers**;
- Have good command of **German and English** (mandatory).

Please send us your **CV in English** so we can get to know you better.

### Benefits

### At a glance

Location: **Porto (Maia) (Portugal)**  
Job ID: **346921**  
Start date: **as soon as possible**  
Entry level: **0-1 year**  
Type: **Full time**  
Contract: **Temporary**

Apply to this position online by following the URL and entering the Job ID in our job search:

Job ID: **346921**  
[www.infineon.com/jobs](https://www.infineon.com/jobs)

### Contact

**Cristiana Sequeira**  
Student Attraction Manager



- **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

## 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.*

