



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

Job description

Are you a highly motivated person who is always eager to learn? Do you strive for team cooperation, aiming for the most efficient solutions? Then, you will want to join us as an HR Specialist in Recruitment! At Infineon, you will find a great place to work, stimulating challenges and a motivated team that interfaces with all our European locations and candidates across the globe.

As an HR Specialist in Recruitment, you will support the recruitment processes across several Infineon sites. Working with candidates from all over the world, you will be a key player in our communication and staffing activities.

In your new role you will:

- Check the **completeness of candidate applications**;
- Ensure the **interview coordination** for all European locations;
- Share and **exchange information with different departments and management levels**;
- Ensure **efficient communication with all stakeholders**, such as candidates, Hiring Managers and HR colleagues.

Profile

You are a great communicator with exceptional time management skills. Your cooperative way of thinking makes you and others feel welcome and part of the team. Furthermore, you always have an eye on the big picture and deal with your daily work in customer- and service- oriented manner.

You are best equipped for this role if you have:

- A university **degree in Human Resources**, Languages, Psychology or similar;
- **Experience in a customer facing role** would be a plus;
- Great **problem-solving skills** and a **multicultural and collaborative mindset**;
- Strong **attention to detail** and a **goal-oriented** attitude;
- **Fluency in English and German** (mandatory).

Benefits

At a glance

Location: **Porto (Maia) (Portugal)**
Job ID: **348441**
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: **348441**
www.infineon.com/jobs

Contact

Margarida Carneiro
Talent 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.

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.*

