



Team Assistant (f/m/div)*

Job description

Are you up for a big challenge? You may stop searching it, because Infineon has the one for you! If you are a team-player, with a good set of communication skills and a good capacity to pay close attention to detail, our Team Assistant's role is a perfect fit for you! Our team in Budapest is looking forward to welcome you aboard! Join us!

As a Team Assistant, you will be the key supporter for the coordination, monitorization and deadlines' recording related to the activities of the daily business. On this context, you will additionally be responsible for all the administrative tasks such as the management of all the company's documentation and operations.

In your new role you will also:

- Prepare letters for **written communication**, along with other internal **organizational documents**;
- Create, **translate** and interpret official documents and presentations;
- Manage and **archive** forms, certificates and documents related to the assistance area;
- Use, manage and work on the **maintenance** of corporate internal systems and platforms;
- Organize **business trips**, defined in the division of labor;
- Coordinate and schedule **management meetings**;
- **Communicate** effectively with internal departments and our suppliers;
- Organize team **events** and **workshops**.

Profile

Your collaborative spirit and communication and organization skills help you being the key supporter for the team's needs. You are methodic and pro-active, always ready to think ahead and act in an agile way. You have a solution-oriented mindset, capable of facing the problems with a positive sight.

You are best equipped for this task if you have:

- High-school degree;
- Relevant experience working in the administrative field;
- Solid knowledge of **MS Office** (Word, Excel, Outlook, PowerPoint);

At a glance

Location:

Job ID: **350572**

Start date: **Aug 29, 2022**

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: **350572**
www.infineon.com/jobs

Contact

Francisca Dias

Talent Attraction Manager



- Fluency in **Hungarian** (mandatory), Advanced level of **English** (mandatory), **German** would be a plus.

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.

Industrial Power Control (IPC) empowers a world of unlimited energy

Power semiconductors play a crucial role in increasing efficiency and reducing energy losses along the whole energy conversion chain.

As the global leader in power semiconductors, Infineon IPC delivers leading products and solutions for smart and efficient energy generation, transmission and consumption. We strive to make this planet a greener place where sufficient energy is accessible to everyone – wherever and whenever they need it.

** 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.*

Does this sound like just the right challenge for you? If so, we look forward to getting to know you!

