



Intern HR TN

Job description

Support on job posting and promotion for the open positions
Support on interview arrangement (including interview time coordination, interview room reservation, interview material preparation, candidate reception, etc.)
Support on interview list consolidation and updating related report on time
Support on the arrangement of Talent Network related activities.

Profile

1. University student who can work at least 3-4 days a week
2. Good learning capability and communication skills
3. Good command of English skills in listening, written and oral
4. Strong computer skills including MS Word, Excel and PowerPoint
5. Passionate, proactive and good team spirit

Benefits

- **Wuxi**, : 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; Medical coverage; On-site social counselling and works doctor, in Wuxi only.; Provision of health tips, health knowledge sharing, annual medical check; On-site canteen, in Wuxi only.; Wage payment in case of sick leave; Corporate pension benefits in some sites.; Performance bonus; Reduced price for public transport

Why Us

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At a glance

Location: **Wuxi, (China)**
Job ID: **350924**
Start date: **as soon as possible**
Entry level: **0-1 year**
Type: **Part time**
Contract: **Temporary**

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

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Contact

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