



## HR Trainee (f/m/div)\*

### Job description

Are you looking for a chance to start your career in HR? Are you a proactive person with a self-driven working style? Then don't miss this opportunity to join us at our Shared Service Center in Porto and become part of our dynamic and multicultural team.

As a Human Resources Trainee, you will become an HR expert for the SAP-based Global Master Data System (GMDS) maintenance.

In your new role you will:

- Support **data entry and maintenance activities** for the SAP-based Global Master Data System (GMDS) with a focus on the SAP module Organization Management;
- Manage general **data maintenance activities** such as new hires, rehires, contract conversions, personnel changes or terminations;
- Generate **HR data reporting** to internal customers;
- Provide **process improvement** and **automation support** for **data maintenance and reporting** related activities;
- **Validate data and control** to ensure data quality and accuracy.

### Profile

You have an analytical mindset and a structured working style along with a strong customer orientation. Furthermore, you are result-oriented and demonstrate high-quality standards for yourself and other people.

You are best equipped for this position if you have:

- A **degree in Economics, Languages, HR** or equivalent;
- **Good command of MS Office Tools**, mainly Excel;
- A high **affinity towards HR Tools**, knowledge of SAP would be a plus;
- **Proactive personality** with a **sense of urgency and attention to detail** at all times;
- **Fluency in English**.

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

### Why Us

Part of your life. Part of tomorrow.

### At a glance

Location:

Job ID: **353558**

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: **353558**  
[www.infineon.com/jobs](http://www.infineon.com/jobs)

### Contact

**Cristiana Sequeira**  
Student Attraction Manager



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.

**Human Resources**

Human Resources offers a forward-looking view to work. We think in the future, shape change, ensure the qualification and commitment of our employees and derive our mission from the overall company strategy, providing the best possible support to achieve these goals.

*\* 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.*

