



## Legal & Contract Management Trainee (f/m/div)\*

### Job description

Are you looking to start your career in a multinational and innovative environment? Our Legal and Patents department is looking for a new team member! If you have a background in Law and great communication skills, apply now and join Infineon Portugal!

As a Trainee for Legal & Contract Management, you will work together with the local and global Legal and Contract Management teams to support Infineon's corporate divisions.

In this new role you will:

- Be responsible for **providing support to the Business Groups** by **preparing, negotiating and maintaining non-disclosure agreements**;
- Be responsible for **preparing, negotiating and maintaining other types of agreements** with the support of your new colleagues ;
- Be responsible for **supporting business stakeholders on contract-related queries**;
- **Work closely with document automation tools and other platforms** used by the company as part of the contract lifecycle management system.

### Profile

You have an organized working style, with a sense of urgency and attention to detail at all times. You have a team player mindset with great communication skills and an open mind for new learning experiences.

You are best equipped for the position if you:

- Have a **degree in Law**;
- Have a very good command of **MS Office tools**;
- Feel comfortable working with different **IT tools** (e.g., DocuSign) – is a Plus;
- Are **fluent in English**, with a solid knowledge of Legal terms - knowledge of German is a plus;

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

### Benefits

- **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 &

### At a glance

Location: **Porto (Maia) (Portugal)**  
Job ID: **354496**  
Start date: **Oct 03, 2022**  
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: **354496**  
[www.infineon.com/jobs](https://www.infineon.com/jobs)

### Contact

**Cristiana Sequeira**  
Student Attraction Manager



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.*

