



Operational Excellence Trainee (f/m/div)*

Job description

Are you passionate about making things better through innovation and are interested in Process Automation? Do you want to be part of a fast-paced and technologically driven company? Then you cannot miss this opportunity to join our Procurement Center of Excellence team in Porto – a stimulating career challenge in a vibrant multinational environment is waiting for you!

As part of the Procurement CoE team, you will have the opportunity to work with different internal processes and other teams to identify and help implement improvement opportunities, as well as ensure the quality and effectiveness of the processes.

In your new role you will:

- Drive and **implement improvement opportunities** via automation;
- **Work on reports** – collecting data, cleaning data, developing calculations, publishing and analyzing results;
- Support controls to **assure data quality**;
- Support with **PowerPoint presentations, survey tools** and **written communication material**.

Profile

You are passionate about organizational change and you have good communication skills. You are organized and focused on achieving established goals, and you can easily work in a team and connect with internal clients. Moreover, you have excellent analytical skills, and feel comfortable working with data.

You are best equipped for this position if you have:

- A degree in **Business Administration/Economics, Engineering, Computer Science** or equivalent field of studies.
- **Previous experience with Data Analytics** would be preferred;
- **Great knowledge of MS Office tools** – especially **Excel** (e.g., Macros, Power Query), and data visualization tools. **Tableau** is a plus;
- Feel comfortable with project management and change management tasks;
- **Fluency in English** (mandatory). German is a plus.

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

At a glance

Location: **Porto (Maia) (Portugal)**
Job ID: **354933**
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: **354933**
www.infineon.com/jobs

Contact

Cristiana Sequeira
Student Attraction Manager



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 & 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's 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.*

