



Senior Executive Assistant DCDC Project Office (f/m /div)*

Job description

You set yourself ambitious goals, demonstrate strong communication skills and can quickly establish a trusting, constructive working relationship? Then working in the Project Office is your chance to prove your capabilities. In Infineon's DCDC business line, you will have your finger on the technological pulse of time and contribute to revolutionizing user authentication for mobile phones, smart speaker and other consumer devices by using time-of-flight 3D-photography or even wakeboarding! As part of the Project Office team, you will support the Vice President and General Manager of our DCDC Business Line in terms of strategy development, preparation of and participation in events, program management for strategic projects on business line and division level as well as governance facilitation.

In your new job you will:

- **Contribute** to and **coordinate strategic projects** with concepts, as well as securing timing, budget and quality
- **Structure complex strategic topics** and help to define work streams
- Act as an **interface** between **top management** and other stakeholders within the business line, **communicate** top management **decisions** and align with different stakeholders
- Create **market analyses & business reports** for the DCDC top management
- **Prepare** and follow-up on **board meetings** and facilitate top level **governance**

Profile

You make the impossible possible. You don't wait for the silver platter. You love change (which is guaranteed in the semiconductor industry). You are pragmatic and analytic (we need both at Infineon). Standing still is not your thing and you find inspiration in working on the big picture with your colleagues. You always think ahead and have strong organizational and communication skills. This means you are able to break down complex issues and feel comfortable to discuss projects with top management.

Plus, you deliver on the following hard-facts:

- You have a **university degree in either a science subject, engineering, business administration** or similar with focus on finance and / or strategy
- **You already gained 1-2 years of professional experience**, ideally in a technical environment
- You bring a high **affinity for digitalization, technology and market trends**

At a glance

Location: **Villach (Austria)**
Job ID: **354983**
Start date: **Sep 01, 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: **354983**
www.infineon.com/jobs

Contact

Manuel Krebs
Talent Attraction Manager



- **You gained experience abroad (studies or internship)**
- You are a **talented user of Excel, Word and PowerPoint**
- Ideally, you already have experience in **Project Management**
- And of course you speak **fluent English**, while German is a big plus

Further you fully agree to these statements:

- You are a **networker** who is characterized by **analytical skills and strategic thinking**
- You **like to work in teams that are very diverse** and where everyone speaks English
- You **can't wait to present your concept** in front of your team and management

We offer competitive salaries and additional benefits based on your performance, experience and qualification. This position is subject to the collective agreement for workers and employees in the electrical and electronics industry, employment group F-G (<https://www.feei.at/wp-content/uploads/2022/05/minimum-salaries-white-collar-workers-2022.pdf>). A higher payment is possible, depending on your expertise and skills.

Benefits

- **Villach:** 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; Child care in Villach & Klagenfurt; On-site social counselling and works doctor; Health promotion programs; On-site canteen; Private insurance offers; Wage payment in case of sick leave; Corporate pension benefits; Flexible transition into retirement; Performance bonus; Accessibility, 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.

– Power & Sensor Systems (PSS) drives leading-edge power management, sensing, and data transfer capabilities –

Infineon **PSS** semiconductors are enabling intelligent power management, smart sensitivity, and fast, reliable data processing in an increasingly digitalized world. Our state-of-the-art power and connectivity devices make chargers, servers, mainboards, power tools, and lighting systems smarter, smaller, lighter, and more energy-efficient. In addition, our trusted sensors give things an intuitive sensing capability to make them contextually aware, and our RF chips support fast and reliable data communications. [Click here](#) for more information about working at PSS with interesting employee and management insights and an overview with more #PSSDreamJobs.

At **Infineon in Villach** you shape the technologies of tomorrow and work in an international environment with more than 3900 colleagues from over 70 nations. Your personal contribution will be valued and appreciated as the cornerstones of our success. And all that in beautiful surroundings which guarantee a high quality of life.

The **City of Villach** is located in the center of Carinthia, Austria's southernmost province, in close proximity to the Italian and Slovenian border. Living in Austria has many social, health-care-related and economic perks. The country's social and health care system is among the best in the world and for decades numerous international surveys have



singled out Austria as a particularly safe and wealthy country with a high quality of life. Villach itself benefits from its status as a “small town”, offering everyday living at affordable prices in an outstanding setting.

Find out what you like most about Villach and join us:

<https://www.welcome2villach.at/>

** 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.*

