



Internship: Project Management Office Support

Job description

We are looking for motivated and committed students (f/m/div)* who are willing to learn new things and work in a innovative company acting on a global scale. An exciting working environment characterizes this internship as well as an attractive salary. Apply now for this internship in Graz and support our team.

In your new role you will support the Project Controlling team. Your tasks will include:

- Support in **controlling, analyzing** and **preparing project cost data** for monthly cost review
- Assisting in the **preparation** and **consolidation** of **quarterly budgetary forecasts**
- Preparation of **data reports** and providing the data to stakeholders in management

You will also support with Project Administration topics. Those tasks will include:

- **Data management** in project management tools (e.g. Klusa, PLM)
- Support for **resource** and **cost planning**

Further Information

Type of employment: Temporary / Part-time (flexible working hours from Monday to Friday between 6 a.m. and 7 p.m.)

Duration: min. 12 months

Profile

You successfully meet the requirements, if you are a motivated and committed student from the field of **Economics** or similar. You are best equipped for this task if you additionally offer:

- Good **English** and **German** skills
- In-depth knowledge of **Microsoft Office** (especially Excel and PowerPoint)
- Precise, reliable, independent and **analytical working style**
- Strong **interpersonal** and **communication skills**

This position is subject to the collective agreement for workers and employees in the electrical and electronics industry (full-time), employment group B for bachelor students, employment group D for master students (<https://www.feei.at/wp-content>

At a glance

Location: **Graz (Austria)**
Job ID: **355086**
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:

Job ID: **355086**
www.infineon.com/jobs

Contact

Lisa Derhaschnig
Student Attraction Manager



Please attach the following documents (German or English) to your application:

- CV
- Certificate of matriculation at a university
- Transcript of records
- Highest completed educational certificate (Matura certificate for Bachelor students, Bachelor certificate for Master students)

Benefits

- **Graz:** 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; On-site social counselling and works doctor; Health promotion programs; Discounted lunch possibilities; Private insurance offers; 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 play a vital role in enabling intelligent power management, smart sensitivity as well as fast and reliable data processing in an increasingly digitalized world. Our leading-edge power devices make chargers, adapters, power tools and lighting systems smarter, smaller, lighter and more energy-efficient. Our trusted sensors increase the context sensitivity of “things” and systems such as HMI, and our RF chips power fast and reliable data communication.

** 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.*

Infineon Hub - Connect. Create. Challenge.

The iHub at TU Wien represents an inspiring tech platform, networking area and event location, connecting Infineon Austria with tech experts, science specialists and young professionals.

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[Infineon iHub](#)

