



Student Job: HR Coordinator (f/m/div)*

Job description

Are you passionate about HR topics and wondering when the right opportunity to start your career will come? Are you a proactive person, with structured working methods? Then don't miss this change. Join us in Netanya as an HR coordinator working student and become part of our dynamic and multicultural team.

As an HR coordinator working student, you will work closely with our HR Business Partner and support daily activities and several projects.
In this new role, you will:

- Support **operational and conceptual people and organization-related topics** (e.g. hiring & transfer processes, talent management, people development, Compensation & Benefits)
- **Provide operational and administrative support** for several HR topics and processes
- **Support different HR projects** by preparing PowerPoint presentations, drafting concepts and tracking action items
- Assist in the **preparation of workshops and events**
- Generate **business-related people analytics reports**
- Support the **interface process with our HR Shared Service Center**

Profile

You have great communication skills and a unique team spirit. With process-oriented and a structured working style, you feel comfortable in a fast-paced environment and are able to multi-task while keeping high-quality standards for your work.

You are best equipped for this role if you have:

- Completed at least 2 years of a **degree in Human Resources, Business Administration, Economics** or similar field
- A **collaborative mindset** and strong **customer orientation**
- **Good communicational skills** and are **able to network with different partners**
- A **discreet approach** when **dealing with sensitive data**;
- Previous experiences in HR or related area is a plus
- **Good command of English**

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

At a glance

Location: **Netanya (Israel)**
Job ID: **355579**
Start date: **as soon as possible**
Entry level: **0-1 year**
Type: **Part time**
Contract: **Permanent**

Apply to this position online by following the URL and entering the Job ID in our job search:

Job ID: **355579**
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Contact

Sara Sá
Student Attraction Manager



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** 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.*

