



Executive Board Assistant for ATV Division (f/m/div)*

Job description

You are looking for a diverse job opportunity and are a professional when it comes to organization, coordination, and communication? You are used to a proactive and independent working style? You like to keep an eye on the bigger picture and collaborate with a variety of stakeholders? Then join us as a Executive Board Assistant for our Automotive Division Head. You will work closely together with the Automotive Board and gain deep insights in our organization. You will be integrated in a large variety of tasks and you will work on organizational, operative, and strategic topics.

In your new role you will:

- **Support and lead strategic and operational projects** in collaboration with other division functions
- **Create board presentations in close collaboration** with M&A including detailed market segmentations, models and revenue simulations
- **Generate and analyze organizational scenarios** (structural organization, governance structure, and similar)
- **Conceptualize, coordinate and design presentations for different management panels**
- **Organize and plan internal events on a regular basis** (e.g. Division-Board Meetings, Workshops, and similar)
 - **Own the agenda to facilitate** and **track action items**
 - **Align the scope, content** and **structure of the event with the board** and all contributing parties across the whole organization
- **Drive and contribute to strategic projects** and **tactical measures**

Profile

Your organizational skills and talent for structuring different topics allow you to always keep an eye on the details without losing sight of the big picture. Furthermore, you should be open-minded and enjoy working in a team. In addition, you are personally committed to concerns and give them a high priority and can quickly establish a trusting, constructive working relationship. Last but not least you have the capability and willingness to work and operate in an **international, globally distributed team across locations**, time zones and cultures.

You are best equipped for this task if you have:

- **A degree in Engineering or Business Administration**

At a glance

Location: **Munich (Germany)**
Job ID: **355990**
Start date: **as soon as possible**
Entry level: **3-5 years**
Type: **Full time / Part time**
Contract: **Permanent**

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

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Contact

Sebastian Schmaus
Talent Attraction Manager



- **At least 5 years of experience in functions like marketing and sales, technology development or consulting** with **high top management contact**; international experience is a key plus
- **Advanced level ability to manage complex topics** involving a broad range of management hierarchies
- A proven ability to **collaborate** and work effectively with **various departments** and stakeholders in a dynamic environment
- High degree of **openness, empathy, team play** and **communication skills**
- Advanced level skills in PowerPoint and Excel and **proficiency in English are a must**

Benefits

- **Munich:** 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 creche and kindergarden with 120 spots, open until 6pm; Holiday child care; On-site social counselling and works doctor; Health promotion programs; On-site gym, jogging paths, beachvolleyball, tennis & soccer court; On-site canteen; Private insurance offers; Wage payment in case of sick leave; Corporate pension benefits; Flexible transition into retirement ; Performance bonus; Reduced price for public transport and very own S-Bahn station; 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.

– Automotive (ATV) shapes the future of mobility with microelectronics enabling clean, safe, and smart cars –

Our semiconductors are essential for supporting the automotive megatrends: electromobility, automated driving, connectivity, and advanced security. They link the real and the digital world, driving the ever-advancing pace of automotive digitalization. Infineon **ATV** is the number one semiconductor partner in the fast-changing automotive world, based on our system knowledge and our passion for innovation and quality.

[Click here](#) for more information about working at ATV with interesting employee and management insights and an overview with more #ATVDreamJobs.

** 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.*

