



Senior Executive Assistant (f/m/div)

Job description

Would you enjoy working in a multicultural and dynamic environment in constant growth? Do you want to have a key role in our Backend site? Are you ready to jump into your next professional challenge? Then you should definitely join us in Cegléd as our new Senior Executive Assistant.

As a **Senior Executive Assistant**, you will be responsible for providing professional, diligent and proactive administrative and operational support to the Managing Directors in this location.

In your new role you will:

- Carry out **external communication, management and documentation** tasks and activities.
- Coordinate and organize the **internal and external relationships** of the executives.
- Provide a **parallel (two-way) information flow** within the company, while **communicating reliably (both internally and externally) with stakeholders:** colleagues and departments, other representatives of the sites or headquarter, external service providers and suppliers.

Profile

You enjoy interacting with people, building strong relations and you have a structured and self-driven working style. You have the ability to work on multiple priorities with accuracy and efficiency, generating value with your ideas and solutions. Moreover, you have an intercultural mindset and are able to adapt very well to different situations and all counterparts.

You are best equipped for this task if you have:

- Minimum **Secondary School Education**.
- At least **5 years of experience** in Assistant job with High Level Management.
- Working experience gained from **Multinational company** or equivalent.
- Proficient in **Microsoft Office applications** (mainly Word, Excel, Outlook, PowerPoint).
- Excellent **communication, networking and organization** skills. Self-driven personality and able to **multitask and work independently**, while guaranteeing precision.
- Fluency in **English and Hungarian** are required. German would be a plus.

At a glance

Location:

Job ID: **356187**

Start date: **as soon as possible**

Entry level: **5+ years**

Type: **Full time**

Contract: **Permanent**

Apply to this position online by following the URL and entering the Job ID in our job search. Alternatively, you can also scan the QR code with your smartphone:

Job ID: **356187**
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Contact

Inês Santos

Talent Attraction Manager



Please send us your CV in English.

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.

Backend

The **backend segments** enable the development of comprehensive innovation across the entire value chain: starting with chip manufacturing, to wafer testing, preassembly, package development and development of new materials. The backend cluster combines the competencies for planning, productivity, innovation and quality, assembly and testing.

** 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.*

