



Communications Manager and Project Office to Head of Communications & Public Policy (w/m/div)*

Job description

Do you have a communications or public policy background and strive for development within that professional path? Are you process-savvy, constantly working to meet the highest standards? In this role you will act as the right hand of our Chief Communications Officer. Based in the Munich Headquarters you will gain deep insights into our organization, be involved in a broad range of tasks and, with your proactive and precise working style, you will contribute to strategic, organizational and operational topics within the Communications & Public Policy department. If that challenge sounds just like you, then don't miss this opportunity!

In your new role you will:

- **Act as a project leader and coordinate strategic projects** such as strategic key initiatives, the bi-annual global Communications conference as well as leadership meetings and workshops
- **Be in charge of communications from the CCO office** with a focus on executive level communications with internal and external stakeholders
- **Prepare presentations and briefing documents** towards the Management Board and other internal and external executives
- **Assume responsibility for organizational internal communications**, e.g. quarterly All-Hands meetings, mailings, videos and similar measures
- **Manage departmental and project budgets**

Profile

As a true team player and an excellent communicator, you can quickly establish successful collaboration in an international environment. Your self-confident manner and your structured and cooperative mindset give you a contagious energy that easily motivates others. You listen well and continuously grow sustainable relationships within your team and with other stakeholders. Furthermore, you are self-motivated and process-oriented; you focus on results, and high quality is very important to you. You are passionate about working in an international setting. You detect and grasp the root causes of complex potential problems and proactively develop the appropriate solutions. In addition, you have a keen instinct for opportunities and a good sense of value-adding ideas; you recognize the potentials of cross-boundary collaboration.

You are best equipped for this task if you have:

- A degree in **Communications, Politics, Social Sciences**, or a similar field; MBA is a plus

At a glance

Location: **Munich (Germany)**
Job ID: **356195**
Start date: **2022-09-01**
Entry level: **3-5 years**
Type: **Full time**
Contract: **Permanent**

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

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Contact

Daniel Lichtblau
Talent Attraction Manager



- **At least 3-5 years of work** experience in the field of **communication**.
- **Solid project management skills; experience in successfully managing** project teams
- **Excellent analytical and communication skills**; perfect command of **German and English**; change management experience is a plus
- A **high level of resilience** and **multitasking capabilities** as well as a high degree of **time management**, organization and **problem-solving**

We are looking forward to your application - Please send us your **CV** and submit a **Cover Letter** along with your recent **certificates of prior employers**.

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.

The **Communications & Public Policy (CP)** team tells the story of Infineon. We spread the word about what makes Infineon special and shed light on the different ways in which microelectronics make the world more livable. Our stakeholders have different backgrounds and interests, therefore messages are adapted to specific internal and external target groups and the respective channels. The CP team spans all regions and is centrally organized along the teams of Corporate Communications, Public Policy, Strategy & CEO Communications and Center of Excellence.

** 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.*

