



## Supplier Master Data Trainee (f/m/div)\*

### Job description

Are you looking to kick off your career in a global and innovative environment? Would you like to gain experience in a fast-paced team filled with development opportunities? Then our Supplier Master Data team in Porto has the chance you've been waiting for!

As a Supplier Master Data Trainee, you will support your team's core tasks ensuring quality and effectiveness of the processes, while also getting the chance to identify and implement improvement opportunities.

In your new role, you will:

- **Create and maintain Vendor Master** in the SAP ERP system;
- **Check the quality of Master Data creation and maintenance** for completeness, correctness of names, addresses, banking details and other relevant fields;
- **Ensure that high quality processes and services are delivered on time** as specified in Service Level Agreements and in compliance with internal control requirements;
- **Design and support governance processes** as well as **monitor** them **to ensure data integrity**, including checking for duplicate and proper management approvals.

### Profile

You have a hands-on mentality and a proactive personality. With your great communication skills, you are able to quickly establish sustainable relationships with your own team and others.

You are best equipped for this position if you have:

- A **degree in Business Administration, Economics, International Relations, Languages** or equivalent fields;
- **Good knowledge of MS Office tools**, such as Excel - SAP would be an advantage;
- **Attention to detail** at all times and a **motivated mindset** to learn new skills;
- **Excellent communication** and **problem-solving skills**;
- **Fluency in English** (mandatory) – German would be a plus;

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

### Benefits

### At a glance

Location: **Porto (Maia) (Portugal)**  
Job ID: **356455**  
Start date: **as soon as possible**  
Entry level: **0-1 year**  
Type: **Full time**  
Contract: **Temporary**

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

Job ID: **356455**  
[www.infineon.com/jobs](https://www.infineon.com/jobs)

### Contact

**Cristiana Sequeira**  
Student Attraction Manager



- **Porto (Maia):** 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; Medical coverage; Health promotion programs; Private insurance offers; 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.

**– Feel welcome at Infineon Shared Service Center in Porto! –**

Our multifunctional business model is focused on high quality services through operational excellence with engaged people. We are recognized globally at Infineon as a valuable business partner.

These are the main business services on our site: Finance, Purchasing, Human Resources, Robotic Process Automation, IT, Audit, Legal, Compliance, Business Continuity among other areas that consolidate us as a high quality partner.

You will find a very open and approachable working culture in Infineon Porto. Our office space has also been designed to promote our people engagement and well-being at work.

*\* 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.*

