



## Travel & Expenses Trainee (f/m/div)\*

### Job description

Are you a team player that thrives with people interaction? Do you have great problem-solving skills and a proactive mindset? Then this is your opportunity to join Infineon as a Travel & Expenses Trainee and support the T&E processes for our different locations.

You will be responsible for checking the expense claims of our employees and ensure their payment, guaranteeing its validation following Infineon internal guidelines.

In your new role you will:

- **Process T&E claims** including the **validation of invoices** in a timely manner;
- Ensure **alignment with Infineon T&E Processes and Guidelines**;
- **Ensure the data quality of expense claims**;
- **Monitor timely delivery of missing information/documents** to ensure the reimbursement of our employees;
- Perform **quality controls** and **payment run process**;
- Work with the team and other process teams **to identify and implement improvement opportunities**.

### Profile

You are an excellent communicator with an international and multicultural mindset. You integrate well into a team and can work with different people to ensure high-quality processes.

You are best equipped for the position if you:

- Have a **degree in Business Administration, Language Studies**, or a similar field;
- Are able to **pay attention to detail** and **focus on quality**;
- Are a **motivated team player** with **problem-solving skills**;
- Have a good command of **MS Office** (especially Excel), and SAP is a plus;
- Are **fluent in English** – knowledge of German is a plus.

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

### Benefits

- **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 &

### At a glance

Location: **Porto (Maia) (Portugal)**  
Job ID: **356869**  
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: **356869**  
[www.infineon.com/jobs](https://www.infineon.com/jobs)

### Contact

**Cristiana Sequeira**  
Student Attraction Manager



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.*

