



Assistant in the Power & Sensor Systems Division (f/m/div)*

Job description

Are you looking for a challenging new opportunity with wide-ranging tasks? Are you a professional when it comes to organization and communication with different stakeholders? Do you see yourself working on both, operational and strategic topics? As Staff Assistant to the Vice President for RF Communication and WP for silicon microphone in the Power & Sensor Systems Division you'll have the chance to exactly do that! Do not miss this opportunity and apply now!

In your new role you will:

- **Provide executive administrative support** for different challenging product lines teams and be responsible for general secretarial tasks such as scheduling, calendar coordination, correspondence, travel management and expenses (including visa applications) and data management
- **Manage, organize and orchestrate interactions of the Leadership Team** with all relevant stakeholders including the Management Board
- **Operate purchasing activities** including ordering using SAP and internal purchasing channels
- **Own and manage selective small as well as medium sized SMT projects** and subprojects
- **Contribute to larger strategic and operational projects**
- **Drive and manage our office facilities** together with our Facility Management team
- **Plan, prepare and organize internal and external events** (e.g. meetings, events, workshops, trainings, presentations) including the associated logistics as well as the compilation of all necessary information and documents

This position is suitable for full- and part-time

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 at board level, give them a high priority and can quickly establish a trusting, constructive cooperation. 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.

At a glance

Location: **Munich (Germany)**
Job ID: **357528**
Start date: **as soon as possible**
Entry level: **1-3 years**
Type: **Full time**
Contract: **Permanent**

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

Job ID: **357528**
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Contact

Julie Danielsen Larsen
Talent Attraction Manager



You are best equipped for those tasks if you:

- Have a **commercial education or comparable background**
- Have **professional experience** in a similar role, e.g. as team assistant or management assistant
- Can adapt to new situations and be **motivated to go the extra mile - proactive working attitude**
- Very **good IT skills** (MS Office, SAP Ariba and SAP Concur would be an advantage)
- A **high level of comprehension and very good organizational skills**
- **Excellent English communication skills**, with **German as an added plus**

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.

– Power & Sensor Systems (PSS) drives leading-edge power management, sensing, and data transfer capabilities –

Infineon **PSS** semiconductors are enabling intelligent power management, smart sensitivity, and fast, reliable data processing in an increasingly digitalized world. Our state-of-the-art power and connectivity devices make chargers, servers, mainboards, power tools, and lighting systems smarter, smaller, lighter, and more energy-efficient. In addition, our trusted sensors give things an intuitive sensing capability to make them contextually aware, and our RF chips support fast and reliable data communications.

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

** 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.*

