



Executive Board Assistant for Automotive Power Integration & Supply (f/m/div)*

Job description

In this function you will act as the right hand of our Business Line Head for Automotive Power Integration & Supply (ATV PS) based in the Munich Headquarter and gain deep insights into our organization. You will 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. In addition, you will act as an interface between top management and other stakeholders within the division. If that challenge sounds just like you, then don't miss this opportunity!

In your new role you will:

- Be **responsible** for the **conception, coordination, facilitation and follow-up** of the regular leadership team **meetings & workshops** and **internal events** (e.g. All Hands Meetings)
- **Create presentations for internal and external events** and contribute to the creation of **presentations for management committees at division level** (such as market analysis, business reports, etc.)
- **Facilitate and support the Business Line internal communication** via News Letters, Intranet/Confluence etc.
- Participate in the **conception, implementation and rollout of various initiatives** on Business Line level and in close coordination with the Product Lines, R&D and other functions

Profile

You are curious and interested in a broad range of topics and always try to get new insights and ideas. Furthermore, you don't expect things to be handed to you on a silver platter. You question existing assumptions and love change. Standing still is not your thing. You find inspiration in working with different kinds of people, collaborating with your colleagues on the big picture.

You are best equipped for those tasks if you have:

- A degree in **Industrial Engineering, Electronics, Business Administration** or comparable and at least **5+ years of professional working experience**
- The ability to operate with **minimal supervision** and be comfortable exercising **independent judgment** when completing assignments
- A **high level of detail orientation** and **multitasking capabilities** as well as a high degree of **time management**, organization and **problem-solving** skills

At a glance

Location: **Munich (Germany)**
Job ID: **360043**
Start date: **Sep 01, 2022**
Entry level: **3-5 years**
Type: **Full time**
Contract: **Permanent**

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Contact

Julie Danielsen Larsen
Talent Attraction Manager



- Professional maturity, integrity, reliability and excellent **interpersonal and communication** skills in order to **present confidently and collaboratively** at different levels of hierarchy
- The ability to **articulate research conclusions** and **recommendations**
- Proficient skills in **MS Office** (Word, Excel, PowerPoint, Access), **Confluence, Miro, Kanban Tools**
- **Proficient skills in creating presentations** and **visualization design**
- **Fluent English** language skills

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.

– Automotive (ATV) shapes the future of mobility with microelectronics enabling clean, safe, and smart cars –

Our semiconductors are essential for supporting the automotive megatrends: electromobility, automated driving, connectivity, and advanced security. They link the real and the digital world, driving the ever-advancing pace of automotive digitalization. Infineon **ATV** is the number one semiconductor partner in the fast-changing automotive world, based on our system knowledge and our passion for innovation and quality.

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

** 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.*

