



## Contractor2 yearsTeam Assistant

### Job description

Support China CSS team in daily office job

1. *Support China CSS team in daily office job*
2. *Provide administration work necessary for the effective department operation*
3. *Responsible for clerical duties, such as welcoming new employees, transportation arrangement, hotel bookings, reimbursement checking, PR and GR making. etc.*
4. *All other supporting tasks, e.g team contact list updating., Team meeting organizing etc*

### Profile

1. *Bachelor or college degree with relevant 1 year relevant experience*
2. *Fluent in spoken & written Mandarin & English*
3. *Proficiency in PC operation, such as MS office, PPT*
4. *Team working spirit and willing to offer assistance to others*
5. *Outgoing and easy to communicate and follow up on assigned tasks within given time*
6. *Responsible and able to handle multi-tasking at the same time*

### Benefits

- **Shanghai, :** 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; Medical coverage; On-site social counselling and works doctor, in Wuxi only.; Provision of health tips, health knowledge sharing, annual medical check; Employees in Shanghai are entitled to use a gym located close to the office for free; On-site canteen, in Wuxi only.; Private insurance offers in some sites.; Wage payment in case of sick leave; Corporate pension benefits in some sites.

### Why Us

Part of your life. Part of tomorrow.

### At a glance

Location: **Shanghai, (China)**  
Job ID: **52327**  
Start date: **as soon as possible**  
Entry level: **0-1 year**  
Type: **Full time**  
Contract: **Temporary**

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Job ID: **52327**  
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We make life easier, safer and greener – with technology that achieves more, consumes less and is accessible to everyone. Microelectronics from Infineon is the key to a better future. Efficient use of energy, environmentally-friendly mobility and security in a connected world – we solve some of the most critical challenges that our society faces while taking a conscientious approach to the use of natural resources.

