



Senior Specialist Administration

Job description

Provide full range of administrative supports e.g. meeting coordination, travel arrangements, expense claims etc.

In your new role you will:

- Provide full range of administrative supports e.g. meeting coordination, travel arrangements, expense claims etc.
- Manage and organize daily schedules and business appointment
- Prepare meeting agenda & minutes
- Assist in other ad hoc tasks assigned by management

Profile

You are best equipped for this task if you have:

- Tertiary education or above in related disciplines
- 5 years or above of relevant work experiences
- Mature to handle confidential and sensitive materials in a professional, discrete manner
- Good command in English, Mandarin and Cantonese
- Good computer skills including MS Word, Excel and PowerPoint
- Positive, eager to learn and willing to take up new duties

Why Us

Part of your life. Part of tomorrow.

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.

At a glance

Location: **(Hong Kong,)**
Job ID: **66125**
Start date: **as soon as possible**
Entry level: **5+ years**
Type: **Full time**
Contract: **Permanent**

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

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