



DEM Project Specialist

Job description

In your new role you will:

- This new Specialist will mainly be responsible for DEM project supports, coordinating and managing the administrative needs, including but not limiting to the following:
- Coordinate and prepare project related materials / meetings / agendas / workshops, both internal and external.
- Maintaining project related documentations such as meeting minutes, notices, signatures, legal profiles etc
- Follow and track project related processes/progresses
- Prepare the internal communication materials
- Other administrative support per request, including project and out of project related supports in case needed.

At a glance

Location: **Shanghai, (China)**
Job ID: **70147**
Start date: **as soon as possible**
Entry level: **1-3 years**
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: **70147**
www.infineon.com/jobs

Profile

You are best equipped for this task if you have:

- The successful candidate will be forward thinking, anticipate needs and be able to work well in a fast-paced environment, both independently and as part of a collaborative team.
- Good verbal/written communication in Chinese and English, organizational, prioritization, time-management skills and attention to detail required;
- Demonstrate a professional, positive, and approachable demeanor in working and effectively communicating with a diverse group of people; always demonstrating high emotional intelligence;
- Bachelor/Master Degree holder in Business Administration or other related disciplines
- 1-2 years of relevant work experience is preferred; fresh graduates with high potentials will also be considered

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.

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.

** 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.*

