

Driving decarbonization and digitalization. Together.



Specialist Procurement (Contract)

Job description

In your new role you will:

- Drive IT transformation project base on milestone set, build up competencies for supporting Procurement Key Initiative projects and work closely with respective stakeholders (Project Team, Process Owner, Local Process Expert, Buyer, Finance and Shared Services Centre).
- Involve in IT transformation project and build up competencies for supporting Procurement key initiative projects and implement improvements in procurement processes.
- Support on Procurement Tool and Core process. Responsible as strong interface between various stakeholder and involve in project discussion meeting and provide guidance/support.
- Work closely with cross cultural project team to ensure consistent development and advancement of procurement efficiency and effectiveness.
- Explore & analyse Procurement relevant data across system & tools to support on strategy development.
- Work with stakeholder including end-user and manage the change which comes with a new process or system introduction.
- Be responsible to collect business requirements and write design documentation, support technical teams during build and implementation phases, manage and perform user acceptance testing, support training activities as well as manage the change which comes with a new system introduction.
- Manage and support global Projects in order to streamline and standardize procurement processes, enable digitalization and ensure scalability for the future growth of Infineon.

Profile

You are best equipped for this task if you have:

- Bachelor Degree in Computer Science, Industrial Engineering, Management or Business Administration or A similar field of interest.
- At least 1-3 years of professional experience, preferred within the semiconductor industry in the fields of Procurement, Process Improvement or IT.
- SAP S/4 Hana and SAP ARIBA experience is added advantage
- Minimal project experience and experience in international teams.
- Proficiency in Python is an added advantage.

At a glance

Location: **Melaka (Malaysia)**
Job ID: **97303**
Start date: **as soon as possible**
Entry level: **1-3 years**
Type: **Full time**
Contract: **Temporary**

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Job ID: **97303**
www.infineon.com/jobs



- Advanced Excel skills include the ability to produce graphs and tables, use spreadsheets efficiently, and perform calculations and to create Macros and automation to process large volumes of data.
- Good interpersonal and organizational skills with the ability to communicate effectively with both technical and non-technical project team members. Excellent English communication skills for internal and external communication.

Note: 1 year contract under 3rd party payroll vendor and entitled to benefits according to vendor company

Benefits

- **Melaka:** Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Exempt working hours are flexible within core hours (9am-12pm & 2pm- 5.15pm); Home office options for certain tasks or due to personal circumstances. Applicable to exempt employees working on office hours only; Part-time work possible for exempt employees only; Exempt staff could apply up to 3-month sabbatical leave, subject to business situation; Medical coverage; In-house clinic operates 24 hours, doctor consultation possible from 9am to 5pm; Health promotion programs; Social Recreation Center with facilities, such as gym room, squash, badminton and netball court, zumba and yoga classes, etc.; On-site Cafeteria; Paid sick leave according to law; Additional 3% to Employee Provident Fund after 10 years service with Infineon Malacca; Re-employment opportunities; Productivity incentive bonus; Bus service for shift employees ; Allocated carpark for disabled and pregnant employees

Why Us

Driving decarbonization and digitalization. Together.

Infineon designs, develops, manufactures, and markets a broad range of semiconductors and semiconductor-based solutions, focusing on key markets in the automotive, industrial, and consumer sectors. Its products range from standard components to special components for digital, analog, and mixed-signal applications to customer-specific solutions together with the appropriate software.

We are on a journey to create the best Infineon for everyone.

This means we embrace diversity and inclusion and welcome everyone for who they are. At Infineon, we offer a working environment characterized by trust, openness, respect and tolerance and are committed to give all applicants and employees equal opportunities. We base our recruiting decisions on the applicant´s experience and skills.

Please let your recruiter know if they need to pay special attention to something in order to enable your participation in the interview process.

