

Driving decarbonization and digitalization. Together.



Working Student / Internship: Travel and Fleet Management (f/m/div)

Job description

We are more than 57,000 employees worldwide at 79 locations. Are you interested in cross-functional work in a global environment with different stakeholders? Do you strive for excellence when performing your tasks and like to take ownership and work independently in a given frame? If you want to become a part of Infineon and help us make life easier, safer and greener, then apply! We are looking forward to your application!

- **Take responsibility:** You assist with daily operations for travel and fleet management, including managing processes and suppliers, monitoring KPIs, and communicating with stakeholders who require 2nd level support
- **Manage processes:** You aid in managing processes related to travel and fleet by creating and designing workflows, documenting procedures, and keeping involved parties informed of updates
- **Manage knowledge:** You provide backing for internal communication by maintaining the company newsletter and intranet to ensure that employees are informed on important updates
- **Team up for great experience:** You contribute to event organization providing assistance and help where necessary to ensure that events run smoothly
- **Procurement tasks:** You assist the Team with the annual Hotel contracting process – from supplier selection, to price negotiation and contract closing
- **Sustainability support:** You support our green travel strategy with suitable travel ideas, CO2 calculations and green travel portfolio development

Profile

- **Study field:** You are currently studying Business Administration, Economics or similar field of study
- **Experience:** You having prior knowledge and experience in the field of Travel and Fleet or Business Process management is a plus
- **Way of working:** You are a passionate and motivated team player who is able to work independently
- **Personality:** You have excellent communication skills and a quick learning ability
- **Skills:** You are proficient in working with MS PowerPoint and MS Excel, HTML would be a plus
- **Language skills:** You have excellent English skills, both written and spoken, German is a strong plus

At a glance

Location:

Job ID: **HRC0748072**

Start date: **Sep 01, 2024**

Entry level: **0-1 year**

Type: **Full time / Part time**

Contract: **Temporary**

Apply to this position online by following the URL and entering the Job ID in our job search. Alternatively, you can also scan the QR code with your smartphone:

Job ID: **HRC0748072**
www.infineon.com/jobs

Contact

Inês Andrade

Trainee Emerging Talent



Please attach the following documents to your application:

- CV in English
- Certificate of enrollment at university
- Excerpt of the study regulations for the mandatory internship (if applicable)
- Latest grades transcript (not older than 6 months)
- High school report

Important information, if you are applying for a working student position:

- **Working part-time:** The focus is on studies. Therefore, working student is possible during the lecture period with a maximum of 20 hours per week.
- **Proper students (according to the German law) are welcome:** You must be enrolled and the examination results or modules of your studies must not have been completed yet, so that you can still work in our team for at least 6 months. You must also not be in a semester of leave.
- **You should live close to the site:** It is important for us to work with you on site and to integrate you into the team. You should therefore be able to come to the site regularly.

Why Us

[Find out](#)

what we are looking for in your CV

[Find out](#) how the student application process works with us

[Discover](#) our student website

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.

Procurement is a global and diverse department, which is responsible for managing Infineon's supplier relationships. The team creates profound value by fostering innovation and by ensuring socially and environmentally responsible sourcing of all required materials along the entire supply chain. As a result, this central function, plays a key role in the achievement of Infineon's financial and sustainability goals and is therefore greatly contributing to the company's growth.

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.

We look forward to receiving your resume, even if you do not entirely meet all the requirements of the job posting.

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

[Click here](#) for more information about Diversity & Inclusion at Infineon.

