

Driving decarbonization and digitalization. Together.



Intern - Manufacturing Services Admin

Job description

This opening is part of Infineon's Internship program. This Internship Program gives you the opportunity to assist in development and management of the Manufacturing Services Department . #AmericasInterns

In your new role you will:

- **Learn and understand** our **CAMSTAR System**. Which involves the **management** of manufacturing execution systems, **monitoring system functionality**, **troubleshooting** potential issues, and assisting with **system upgrades or implementations**.
- **Train team members** on the use of **CAMSTAR System** and liaising with our IT department to resolve any technical issues.
- **Learn the systems and processes** that support **production planning, scheduling, and inventory management**.
- **Maintain production data**, assist in the generation of **production reports**, and support the team in their efforts to **meet production goals and deadlines**.
- **Prepare** both routine and **confidential spreadsheets, reports, presentations**, and other complex documents in **Microsoft Office Suite**
- **Report, analyze, and translate data** into key insights that drive strategic decision making
- Actively participate in **team projects**, provide **administrative support: meeting coordination, document management, tracking project progress, and communicating updates** to stakeholders.

Profile

You are best equipped for this task if you have:

- **Bachelor's or Master's degree** in **Computer Science, Engineering Management, Information systems**, or related field
- 1-3 years work experience in **semi-conductor industry**
- **SuccessFactors knowledge** or a Background in **MES systems, SQL, SAP, Adobe Captivate**
- Experience with **system upgrades or implementations**, creating reports, **data management**, administrative support, and **resolving technical issues**
- Ability to **effectively present information** in one-on-one and as a group to other employees of the organization.
- High degree of **professionalism in communication**, attitude and **teamwork** with internal customers, peers and management

At a glance

Location: **Leominster, MA (United States)**
Job ID: **HRC0753541**
Start date: **May 13, 2024**
Entry level: **0-1 year**
Type: **Full 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: **HRC0753541**
www.infineon.com/jobs



- Proficiency in **Microsoft power point**, word, Excel, **spreadsheets & collaboration tools** (SharePoint, Confluence etc.)

Benefits

- **Leominster, MA:** Medical, Dental & Vision Plans; Flexible Reimbursement Accounts (FSAs); Industry leading 401k Employer Contribution/Match; Company Performance Bonus; Holiday Pay & Paid Time Off (PTO); Flexible Working Conditions, Part-time Options; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Wide range of Training Offers & Career Development Planning; Coaching, Mentoring, Networking Possibilities; International assignments; Basic Life & Dependent Life Insurance; Paid Sick Leave, Accidental Death & Disability Insurance (AD&D) ; Short-term & Long-term Disability ; Employee Assistance Program (EAP) ; Health Promotion Programs ; Reduced Price for Public Transportation

Why Us

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.

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.

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IR HiRel Products Inc., is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition, family care status, military or veteran status, marital status, domestic partner status, sexual orientation, or any other basis protected by local, state, or federal laws.

Employment at Infineon is contingent upon proof of your legal right to work in the United States under applicable law, verification of satisfactory references and successful completion of a background check and drug test, and signing all your on-boarding documents.

In some instances, if applicable, U.S. export control laws require that Infineon obtain a U.S. government export license prior to releasing technologies to certain persons. This offer is contingent upon Infineon's ability to satisfy these export control laws as related to your employment and anticipated job activities. The decision whether or not to submit and/or pursue an export license to satisfy this contingency, if applicable, shall be at Infineon's sole discretion.

Infineon Technologies takes data privacy and identity theft very seriously. As such, we do not request personally-identifiable information (PII) from applicants over the internet or electronically. Please kindly refrain from disclosing your PII electronically during the application process or to unauthorized websites that may purport to be Infineon or any of our affiliates.



This position requires access to documentation that is controlled by the export laws of the United States. Candidates are required to provide proof of either US citizenship, Permanent US residency or classification as a protected individual as defined in 8USC 1324b(a)(3).

