

Driving decarbonization and digitalization. Together.



Order Management Specialist for Finance (f/m/div)

Job description

Are you a great communicator who is able to work in a team and cooperate with people across all functions and levels? Are you looking for an opportunity to develop your career in an international and dynamic context? Then you just found it: our Quality Assurance Services team is looking for an Order Management Specialist for Finance to join the team and is already looking forward to meeting you!

As an Order Management Specialist for Finance, you will be responsible to ensure the quality of Finance and Procurement data in Purchase Orders, as well as support stakeholders' community on Purchase Order related questions.

In your new role you will:

- Submit **order requisitions**, ensuring **quality checks** in both Finance and Procurement areas;
- Monitor **delivery of missing information**;
- Be responsible for **Order Handling** including Order Confirmation;
- **Verify the invoices**;
- **Clarify topics** raised by the stakeholders.

Profile

Your collaborative spirit aligned with your communication and organization skills helps you be the key supporter of the team's needs. You have a very flexible and proactive approach and a solution-oriented mindset, being able to tackle problems with a positive perspective. Moreover, you are interculturally versed and enjoy interaction with people from different backgrounds, being thrilled to work in a cross-functional global network of experts.

You are best equipped for this task if you have:

- A Bachelor degree or background in **Business Administration, Finance, Economics, Accounting** or equivalent field of studies.
- At least **1 year of experience in Finance/Accounting** related areas.
- Good knowledge of **Microsoft Office** tools – especially **Excel**. **SAP** knowledge is a plus.
- Fluency in **English**. **German** is a plus.

Please send us your CV in English.

At a glance

Location: **Porto (Maia) (Portugal)**
Job ID: **HRC0784477**
Start date: **Jun 01, 2024**
Entry level: **0-1 year**
Type: **Full time**
Contract: **Permanent**

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: **HRC0784477**
www.infineon.com/jobs



Contact

Cláudia Rodrigues
Recruiter



Benefits

- **Porto (Maia):** 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; Hybrid work model; Discount at on-site gym; Sabbatical; Birthday off; Medical coverage; Free parking available; Health promotion programs; Private insurance offers; Access for wheelchairs; Possibility to work remotely from abroad (EU); On-site canteen available; Service anniversary bonus; Wage payment in case of sick leave; Annual performance bonus

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.

– Feel welcome at Infineon Shared Service Center in Porto! –

Our multifunctional business model is focused on high quality services through operational excellence with engaged people. We are recognized globally at Infineon as a valuable business partner.

These are the main business services on our site: Finance, Procurement, Human Resources, Cyber Security, Robotic Process Automation, IT, Audit, Legal, Compliance, Business Continuity among other areas that consolidate us as a high-quality partner. You will find a very open and approachable working culture at Infineon Porto, focused on promoting our people engagement and well-being at work.

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.

