

# Driving decarbonization and digitalization. Together.



## Procurement Mobility Services Specialist

### Job description

In this role you will be the Local Process Owner for the sites in the US, Canada and Mexico being responsible for the end-to-end travel management process, from travel request, booking to claiming expenses.

#### In your new role you will:

- Be responsible for the **implementation of global mobility program strategy** (travel management covering the entire process booking, payment, expense) **to all sites in the US, Canada and Mexico** while aligning and coordinating across the sites
- **Ensure operational stability** by providing suitable **support structures and working cross-functionally** (with HR, FI) within the company
- **Ensure compliance in all areas of travel process** following global travel rules while being the author of supplementing local travel rule
- **Manage various stakeholder** needs independently using different communication channels
- **Be responsible for projects within functional responsibility** e.g. implementation of Travel Management structures balancing central and local requirements

### Profile

#### Your Profile

You are a natural team player with remarkable communication skills, able to grow sustainable relationships with internal and external stakeholders. You are a critical thinker and problem solver able to analyze complex situations, identify key issues, and develop effective solutions. Furthermore, you are someone who approaches problems and complex situations creatively and unconventionally, exploring new and better ways of doing things.

#### You are best equipped for this position if you have:

- A **degree in Economics, Accounting, Business Administration**, or similar field of studies
- **At least 5 years of experience** preferably in travel management area

### At a glance

Location: **Guadalajara (Mexico)**  
Job ID: **HRC0923983**  
Start date: **Oct 13, 2024**  
Entry level: **5+ years**  
Type: **Full time**  
Contract: **Permanent**

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Job ID: **HRC0923983**  
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- **Knowledge of legal aspects**, especially **travel/payment** related and an understanding of the travel industry and its products with specific focus on the **Americas Region will be preferred**
- Experience in **process design and improvement** with strong direction for **standardization/ harmonization**, with analytical thinking to understand interdependencies
- **Good level of experience working internationally in cross-functional teams** would be a plus;
- **Expertise in SAP ERP (FI/HR) or similar and Concur**
- **Fluency in English** (mandatory)

## Benefits

- **Guadalajara:** Coaching, mentoring, networking possibilities; Wide range of training offers & planning of career development; Different career paths; Medical Coverage; Life insurance; Flexible working conditions; Afore; Performance bonus; Home Office

## Why Us

### **#WeAreIn for driving decarbonization and digitalization.**

As a global leader in semiconductor solutions in power systems and IoT, Infineon enables game-changing solutions for green and efficient energy, clean and safe mobility, as well as smart and secure IoT. Together, we drive innovation and customer success, while caring for our people and empowering them to reach ambitious goals. Be a part of making life easier, safer and greener.

### **Are you in?**

### **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.

