

Driving decarbonization and digitalization. Together.



HR Trainee: Employee Operations - German Speaker (f/m/div)

Job description

Do you have a proactive and motivated working attitude? Would you like to start a new experience in the HR field within a dynamic, diverse, and international team? Are you available for a 12-month professional internship? Then don't miss out on this great opportunity and join our team in Porto!

As an HR Trainee, you will support administrative processes related to the employee lifecycle, supporting HR counterparts across our European locations.

In your new role you will:

- Provide **support to our HR Business Partners** and their business areas with **administrative processes** within the **employee lifecycle**;
- Be responsible for ensuring **all practices are legally compliant** and in line with Infineon's policies and procedures;
- **Administer HR-related matters** (e.g. working time topics, contract management, reference letters);
- **Share and exchange information with all levels of management**;
- **Initiate process improvements** and **support the digitalization** of HR processes.

Profile

You have a proactive personality and good communication skills, willing to support and cooperate with your team members. Besides, you are a fast learner, eager to develop your knowledge, and have a strong customer-orientation focus.

You are best equipped for this role if you have:

- A Bachelor's degree, ideally in **Human Resources, Psychology, Languages**, or a similar field;
- Ability to **take responsibility** and focus on **providing a high-quality service to internal customers**;
- Ability to **structure your work** within the team and **collaborate with all levels of management**;
- Good command of **Microsoft Office tools**;
- Affinity towards **digital tools**;
- **Good communication skills** in **English and German** (mandatory).

At a glance

Location:

Job ID: **HRC0937794**

Start date: **as soon as possible**

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: **HRC0937794**
www.infineon.com/jobs

Contact

Catarina Meireles
Recruiter



Please send us your **CV in English** so we can get to know you better.

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?

- Welcome to Infineon Technologies Business Solutions in Porto! -

Infineon Technologies Business Solutions is a vibrant global hub, driven by diverse talents and an operational culture of excellence, in a privileged geographic location. The team of more than 25 nationalities works together in a dynamic, diverse and inclusive environment. We lead innovation and digital transformation, shaping the future of Infineon Technologies. At the heart of everything we do, people matter most. Our ultimate goal is to craft a unique experience for both our customers and employees.

At our site you will find a range of diverse teams that have built a reputation for delivering high-quality services for all Infineon in Finance, Procurement, Human Resources, IT, Audit, Legal, Compliance, Business Continuity and Sustainability, Cyber Security, Communication, Corporate Supply Chain Logistics and Sales & Marketing. Porto is a powerhouse of ideas and solutions, a key player in the global company's puzzle, delivering specialized services and innovative solutions.

Together, **Infineon Technologies Business Solutions** will continue to shape the future, driving innovation and excellence for years to come.

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.

