

# Driving decarbonization and digitalization. Together.



## Specialist Office Administration

### Job description

Provide secretarial support to Senior Vice President, supervise Administrator, organize company's event, international communication, publication, employee's traveling, company visitor logistics arrangement and control department budget.

In your new role you will:

1. Provide high-level administrative support to Senior Vice President & Managing Director and ensure that all relevant duties are balanced and also the key business deadlines are met with Excellent service mind and fast execution.
2. Design, initiate and develop Management Presentation and related materials as needed.
3. Handle and react to unanticipated operational and business problems.
4. Support variety of customer audit for all logistics arrangement, company visitor and Management Visit with extraordinary output.
5. Co-lead and manage company activities, events and internal key conference arrangement.
6. Overall control of admin works as assigned.
7. Co-lead with administrative team to handle company advertising and media development as needed.
8. Handling other ad-hoc assigned by administration leader.

### Profile

You are best equipped for this task if you have:

1. Bachelor's Degree or higher in Administration or related field.
2. 1-3 years of work experience in Administration background.
3. Able to handle daily appointments schedule, meeting, conference and other activities on the executive's calendar in order to support effective time management
4. Must be able to handle multi-task
5. Able to communicate in English language.
6. Good presentation skill.

### 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.

### At a glance

Location:

Job ID: **HRC0604620**

Start date: **as soon as possible**

Entry level: **1-3 years**

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: **HRC0604620**  
[www.infineon.com/jobs](http://www.infineon.com/jobs)



### Contact

Pailee Pinyan



**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.

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.

