

Driving decarbonization and digitalization. Together.



Fleet and Mobility Coordinator (f/m/div)

Job description

Are you a dynamic professional who strives for continuous improvement? Do you have great communication and organizational skills? Are you eager to grow in a multicultural and challenging environment? Then you are the Fleet and Mobility Coordinator our Facility Management Department is missing - join our team at Infineon Cegléd!

In this role, you will be a key player in providing essential support to the Facility Management team. You will be responsible for the management of car fleets, the company bus transfers, bicycle fleets, e-vehicle charging, and other administrative tasks.

In your new role you will:

- **Manage Infineon Cegléd's car fleet;**
- Coordinate and **organize company bus transfers** to the site;
- Manage and **organize Infineon's internal bike fleet;**
- **Coordinate E-vehicle charging** and provide administrative support;
- **Update parking rules and parking management;**
- **Budget plan, place orders and do invoice verification** with the finance team;
- **Be attentive for new improvements** or corrections in the topics above.

Profile

Your strong drive for quality, precision, and attention to detail motivates you in your role. You are a proactive and hands-on individual who thrives on effective communication and is unafraid to make decisions that lead to improvements and high-level efficiency.

You are best equipped for this task if you have:

- A **High School degree** - University degree would be a plus;
- **At least 1 year in an administrative role, or similar;**
- Good **knowledge in office software** (SAP would be an advantage);
- Exceptional **organizational skills and able to work individually** or in a team;
- **Good level of English** (mandatory), German (would be a plus).

Please send us your CV in English.

Benefits

At a glance

Location:

Job ID: **HRC0757173**

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: **HRC0757173**
www.infineon.com/jobs



Contact

Luis Oliveira
Recruiter



- **Cegléd:** Coaching, mentoring, networking possibility; Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Hybrid work model; Part-time work possible (also during parental leave); Sabbatical; Holiday child care; Access to on-site gym; On-site canteen available; Corporate pension benefits; Annual Performance Bonus; Service Anniversary Bonus; Free Parking available; Support for commuting to work, both by public transport and by car; Possibility to work remotely from abroad (EU)

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.

Backend

The **backend segments** enable the development of comprehensive innovation across the entire value chain: starting with chip manufacturing, to wafer testing, preassembly, package development and development of new materials. The backend cluster combines the competencies for planning, productivity, innovation and quality, assembly and testing.

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.

