

# Driving decarbonization and digitalization. Together.



## Global HR Capacity & Operations Manager (f/m/div)

### Job description

Are you ready to architect the future of global HR services and elevate Infineon's People Services to new heights? As our Global HR Capacity & Operations Manager, you'll spearhead pioneering capacity planning and drive strategic collaboration across international teams. If shaping efficient, sustainable HR solutions excites you, join us on this transformative journey in Porto!

As Global HR Capacity & Operations Manager, you will globally implement and continuously improve procedures for capacity planning for our regional HR Shared Service Centre Hubs in order to build an efficient, fast and accurate workforce planning analysis. In addition, you'll support the Service Portfolio & Performance Manager on the implementation and execution of the defined service performance roadmap.

In your new role, you will:

- **Develop** professional **capacity planning** outcomes for global People Services with the aim to **consultant top management data-driven decision making**
- **Oversee analysis** of **current performance** and conduct real-time **forecasting** to ensure the right capacity across all regions
- **Collaborate** closely with Global Service Portfolio & Performance Manager to **prepare guidelines** for teams and **support service delivery excellence initiatives**
- **Extract** and **analyze performance data** and propose respective improvement measures and action items
- **Measure** and **monitor** the effectiveness of **global capacity planning** and implement **mitigation plans** for resource conflicts
- Maintain **communication** with People Services **teams** across the globe, facilitate exchange on **global HR operations** best practices and **develop ad-hoc reports**

### Profile

With some years of experience in capacity planning and demand governance, preferably within HR, you are adept with data analytics tools. Your strong analytical skills and experience in shared services enhance your ability to communicate effectively with senior management and collaborate seamlessly within international teams, driving efficient processes and service delivery success.

You are best equipped for this task if you have:

- Bachelor's or Master's **degree** in **Human Resources, Business Administration**, or a related field
- Minimum of **3 years of experience** in capacity planning and demand governance roles, preferably in HR operations or Shared Service Center environment

### At a glance

Location:

Job ID: **HRC0864212**

Start date: **as soon as possible**

Entry level: **3-5 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: **HRC0864212**  
[www.infineon.com/jobs](http://www.infineon.com/jobs)

### Contact

**Diogo Venâncio**  
Recruiter



- Experience with **process improvements** in a shared services context (business consulting background is a plus)
- Proficient with MS Office tools and data analysis platforms (experience with HRIS tools and HR dashboards is a plus)
- Strong analytical mindset and team player
- Skilled in reporting and data analysis
- Experience with senior management communications

Please send us your CV in English

## 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.

