

Driving decarbonization and digitalization. Together.



Recruitment trainee (f/m/div)

Job description

Are you looking for an opportunity to develop your career in an international and dynamic company? At Infineon Porto, we are looking for a Recruitment Trainee to support us finding new talents all around Europe. If you have a team player attitude and are motivated to engage great talents across borders, apply now and join us!

Our Talent Acquisition Recruiting team is dedicated to finding the perfect match between candidates and Infineon's roles. We discuss job requirements with hiring managers, develop a proper recruitment strategy, and screen all applications for our positions. Together with colleagues across Europe, we are the first contact with our candidates and we aim to provide a state-of-the-art recruitment experience.

In your new role you will:

- Provide overall **support** to **Recruiters** with daily talent attraction activities;
- Develop and implement **sourcing strategies**, making use of our internal database and LinkedIn Recruiter;
- **Create and post attractive job ads** for different European countries and several job families;
- Perform the **candidate preselection in the Applicant Tracking System**, based on the information from the Hiring Manager;
- Conduct **phone assessments** to gather relevant information from the candidates;
- Create different **reports and presentations** that support Talent Attraction activities.

Profile

You are proactive and an excellent communicator, willing to actively support your team members. You have a structured working style and feel comfortable with reporting and sharing your ideas with others.

You are best equipped for this task if you have:

- University **degree** in **Psychology, Human Resources, Communication, Management** or equivalent field;
- **Interest in Talent Attraction topics** and in connecting with people;
- **Solid knowledge of MS Office** (especially Excel and PowerPoint);
- Great **communication skills** and a **collaborative mindset**;
- **Proactive personality** with a **sense of urgency** and **attention to detail** at all times;
- **Fluency in English**.

At a glance

Location: **Porto (Maia) (Portugal)**
Job ID: **HRC0859962**
Start date: **Aug 26, 2024**
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: **HRC0859962**
www.infineon.com/jobs



Contact

Catarina Meireles
Recruiter



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

Benefits

- **Porto (Maia):** Möglichkeit für Coaching, Mentoring & Netzwerken; Trainingsangebot & strukturierte Entwicklungsplanung; Möglichkeit zur internationalen Entsendung; Verschiedene Karrierepfade: Project Management, Technical Ladder, Management & Individual Contributor; Flexible Arbeitszeit: Vertrauensgleitzeit; Möglichkeit zum Home Office; Offenheit für Teilzeit (auch in der Elternzeit); Medical Coverage; Gesundheits- & Vorsorgeprogramme; On-site gym; Kantine; Versicherungsangebot zu attraktiven Konditionen; Lohnfortzahlung im Krankheitsfall; Erfolgsbonus; Möglichkeit mobil aus dem Ausland zu arbeiten (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.

- 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.

