

Driving decarbonization and digitalization. Together.



Specialist - Executive & Project Support

Job description

We are searching for an exceptional Executive and Project Support Specialist to provide essential administrative support to our team, handling tasks such as PO/PRs, vendor management, and expense reports. Your contribution will be instrumental in meeting the team's diverse needs.

In your new role you will:

- Support the team on **administrative matters** such as PO/PRs, vendor management expense reports
- **Schedule internal and external meetings** as well as phone and video conferences with senior management
- Liaise by phone and email with other team assistants
- Assist the team as required on **logistics, hosting and administrative tasks** for special events
- Be responsible for monitoring regular upkeep and maintenance of the COIN space in Singapore
- Conduct desk-based **online research** as requested
- Prepare **digital content, documentation, and presentations** as needed

Profile

You are best equipped for this task if you have:

- Diploma graduate
- Minimum 2 years of team assistant and event work experience is preferred

Benefits

- **Singapore:** Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Staggered working hours for normal shift employees; Home office options, certain conditions apply.; Part-time work possible (applicable for normal shift employees); On-site day-care center; Medical coverage; On-site social counselling and works doctor; Health promotion programs; On-site canteen; Private insurance offers; Paid sick leave according to law, personal accident & work injury insurance, long term illness leave; Retirement benefits, re-employment opportunities, employment assistance payment; Performance bonus; Provision of long haul transport for shift and shuttle services for office to defray transport costs

At a glance

Location: **Singapore (Singapore)**
Job ID: **HRC0911661**
Start date: **as soon as possible**
Entry level: **0-1 year**
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: **HRC0911661**
www.infineon.com/jobs



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?

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.

