

Driving decarbonization and digitalization. Together.



Internship

Job description

In your new role you will:

- Assist on administrative tasks in the field of organizational change, culture development and employee engagement, and diversity and health related topics upon request
- Follow up purchasing and payment process for assigned programs.
- Assist in coordinating logistics for OE programs, including venue searching, scheduling, and participant registration.
- Help with preparing program materials and handouts.
- Support communication e.g. drafting emails, invitations and promotion documents
- Provide on-site assistance during program sessions, helping with set-up, technology support, and participant inquiries.
- Support on HR OE related project management in terms of info research and data processing to ensure accuracy and completeness

Profile

You are best equipped for this task if you have:

- Bachelor degree or above, major in HR / English preferred
- Good English skills in both written and oral
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Good interpersonal relationship, a good team player
- Eager-to-learn attitude and a can-do mindset

Benefits

- **Shanghai, :** Coaching, mentoring networking possibilities; Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Flexible working conditions; Medical coverage; On-site social counselling and works doctor, in Wuxi only.; Provision of health tips, health knowledge sharing, annual medical check; Employees in Shanghai are entitled to use a gym located close to the office for free; On-site canteen, in Wuxi only.; Private insurance offers in some sites.; Wage payment in case of sick leave; Corporate pension benefits in some sites.

At a glance

Location:

Job ID: **HRC0513851**

Start date: **as soon as possible**

Entry level: **0-1 year**

Type: **Full time / Part 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: **HRC0513851**
www.infineon.com/jobs



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.

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.

