

Driving decarbonization and digitalization. Together.



Executive Administrative Support & Office Manager (f/m/div)

Job description

Do you enjoy handling a broad variety of tasks and being involved in several activities? Do you like to interact with different people and do you feel motivated to support them? Then a great opportunity is waiting for you at Infineon's Redhill Design Center! As an Executive Administrative Support & Office Manager, you will be responsible for the day to day and year to year management of a leased office space as well as providing support functions to ensure the smooth ongoing operation of the location for a team of up to 30 people. The office combines R&D and Sales/Applications personnel who mix office and remote working. Considering the nature of this type of role, we expect this to be an office-based job, hybrid working considered. Beyond the operational management of the office space, your role will include special ongoing projects (e.g., formulating and driving the local green initiatives for the office). Additionally, you will provide organizational assistance to the Senior Vice President and Regional Segment Head who is located on site. This will include being responsible for the arranging of regular travel, calendar and expense claim management through to the organization and coordination of workshops and meetings for a large Sales organization.

As an Executive Administrative Support & Office Manager, you will act as the Office Manager and Assistant to a Senior Vice President and Regional Segment Head who is also the Site Managing Director.

In your new role you will:

- **Liaise with the office landlord** to ensure that our **needs as a tenant are met /maintained** and any **new requirements are communicated** and understood
- **Maintain and manage a yearly calendar/schedule** of all critical activities required to achieve smooth running of the office space (e.g., maintenance schedules, PAT testing, collection of critical landlord certification, first aid training, etc.)
- Be responsible for the **management and stocking of office consumables** (e.g., kitchen refreshments, office/stationary supplies, etc.)
- **Manage and review contractors**, including the cleaning team, maintenance company, security company, etc.
- Provide **first line contact for all office related maintenance issues** and proactively pursue resolution
- Provide **support functions to the team**, including processing of purchase requisitions, shipping items when necessary, liaising with the Finance Dept on invoicing and payment, arranging team social events, etc.

At a glance

Location:
Job ID: **HRC0820778**
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: **HRC0820778**
www.infineon.com/jobs



Contact

Cláudia Rodrigues
Recruiter



- Provide **organizational assistance to the Senior Vice President on site** and on occasion **to other personnel where required**. This can include, but not be limited, to arranging and managing frequent travel, expense claims and calendar maintenance/availability of the SVP for meetings, etc.
- **Organize and manage workshops and team events** when necessary for the Sales organization

Profile

Although you are able to develop your tasks independently, you work effectively as part of a team, always being willing to both give and take help when necessary. You are a proactive, highly organized, trustworthy and confident individual with a flexible mindset who is able to work and communicate effectively with all levels within an organization, up to and beyond Senior VP level. Additionally, you are equally able to select, work and manage external contractors. Being interculturally versed and enjoying interacting with people from different backgrounds, you are thrilled to work in a cross-functional global network of experts.

You are best equipped for this task if you have:

- **UK A-level (or equivalent) or higher** with at least **7 years of working experience** within a multinational company
- **More than 3 years' experience in office management and undertaking an assistant function** is preferable, but not necessary if you can demonstrate a transferable skillset/experience and an ability to quickly take on and deliver against new challenges
- **At least 5 years' experience of working in and coordinating across multidisciplinary and multicultural teams** located in multiple global locations and time zones
- Strong skills in using **Windows and all key Microsoft Office** software packages
- **Experience with booking/managing travel** as well as completing expense reports. **Experience of using SAP** is highly beneficial
- **Willingness, ability and confidence to travel**, if necessary (whilst infrequent)
- **Fluency in English**, both written and verbal. German language would be beneficial but not mandatory

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.

– At Infineon UK we highly appreciate and value diversity within our workforce –

At Infineon's Redhill Design Center our focus is on developing semiconductor packaging solutions for a broad range of applications. We develop solutions for all of Infineon's business units along with our manufacturing partners located across the globe.

Together with our Design Center in Bristol, we hire engineers with a science /engineering background and provide them with opportunities to develop their careers and skill sets through a combination of training, exposure to subcontractors and involvement in advanced development projects. Our scope of activities goes from the development of Embedded CPUs and ADAS solutions to the packaging of products – we operate across all four divisions of Infineon!



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.

