

Driving decarbonization and digitalization. Together.



Assistant to the Head of Sustainability & SVP Software Transformation (f/m/div)

Job description

Are you looking for a challenging new opportunity with wide-ranging tasks? Are you a professional when it comes to organization and coordination? Are you used to working proactively, with foresight and independently? As Assistant to the Head of Sustainability & Senior Vice President Software Transformation you'll have the chance to exactly do that! In addition to administrative tasks, you will be responsible for many organizational matters through which you can support our Sustainability department and collaborate with different stakeholders. Do not miss this opportunity and apply now!

In your new role you will:

- **Provide executive administrative support** to ensure that day to day activities run efficiently and effectively
- **Demonstrate thoroughness and heightened attention to detail** for managing complex calendaring duties
- **Organize, coordinate and manage complex and high-profile meeting logistics** for on-site and off-site meetings and for internal and external attendees
- **Coordinate and execute domestic and international travel plans**, including associated Visa preparation as applicable and prepare expense reports in a timely manner
- **Anticipate and save time for the Head of Sustainability & SVP Software Transformation** by ensuring you're one step ahead in keeping administrative activities and tasks organized, prioritized and efficient
- **Assist with special projects** assigned by the Head of Sustainability & SVP Software Transformation and **support the team** with different administrative tasks
- Non-administrative tasks may include **research, analysis, compilation and/or preparation of information** in support of various office generated assignments

Profile

The working environment is fast paced where professionalism and diplomacy are a must and common-sense practice. Collaboration, accuracy and attention to detail is the standard. As Interface between different stakeholders on a top-management level loyalty and confidentiality are key.

You are best equipped for those tasks if you have:

At a glance

Location:

Job ID: **HRC0854186**

Start date: **Sep 01, 2024**

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: **HRC0854186**
www.infineon.com/jobs



Contact

Sören Schmögner

Recruiter



- A **commercial education** or a comparable background, e.g. in the hotel/tourism business
- **Professional experience as a management assistant** in an international, English speaking working environment
- **Used to communicating confidently, persuasively and with absolute discretion** and reliability, including at Executive Board level
- Be able to work in a **highly structured** and **independent manner**
- **Dedication and commitment are exemplary** and flexibility is a matter of principle for you
- **Professional knowledge of Microsoft Office programs**, in particular MS PowerPoint and MS Excel
- **Strong communication skills in German and English**, both written and oral

Benefits

- **Munich:**

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.

