

# Driving decarbonization and digitalization. Together.



## Internship - Project/Program Management Office: Learning & Development

### Job description

The student, as part of the G2M Academy (ACD) team and under the guidance of an assigned mentor, will support the coordination and communication of L&D (Learning & Development) project/program within I.AM (Institute of Account Management). With the vision to elevate digitalization and AI for operation excellence, the student will be involved in the research and exploration of new tools/solution as an on-going effort to create, develop and improve I.AM operations efficiency in community site and AMP (Account Management Portal).

In your new role you will:

#### 1) PMO support in AMP Project enhancement :

- Maintaining, updating and **validating user requirement** with all stakeholders (users/IT)
- **Provide new ideas and solutions** for AMP enhancement. This includes analysis report, scorecard dashboard, Auto learning recommendation via LinkedIn courses, etc.
- **Create user guide/manual** using e-learning format, test case & perform UAT.

2) Support in execution of Global AAMP from invitation, preparation, during and Post AAMP delivery. This includes **administration, organisation, communication and coordination of activities** with internal and external stakeholders.

3) Create modern iShare Teamsites for the I.AM program and migrate from the existing iShare platform

4) Support in other general operations within I.AM

Internship learning outcome:

- Opportunity for the student to observe and understand how the **end-to-end project was managed through the application of several tools/methods** to develop project scope, timeline & deliverables, risk mitigation, etc. The student will be encouraged/guided to resolve problem quickly through innovative ideas /solutions and track each activities systematically to meet the desired result.
- General operations management
- Opportunity with more exposure to **understand entire operation within I.AM with the environment of motivation for continuous improvement** to achieve operation excellence.

### At a glance

Location:

Job ID: **HRC0496544**

Start date: **as soon as possible**

Entry level: **0-1 year**

Type: **Full time**

Contract: **Temporary**

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Job ID: **HRC0496544**  
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# Profile

You are best equipped for this task if you have:

- On track to attain **Bachelor in Business Administration / Business Management, with Operations background or relevant disciplines**
- Good Analytical and problem solving skills
- Good written and verbal communication, interpersonal and interest in developing and integrating business operations and technology.
- Proficient in MS Office Application
- Proficient or willing to self-learn other tools (eg. authoring tools, Adobe, Tableau, etc)
- High energy, creative, proactive, meticulous and resourceful

# 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

# 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.

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.

