

Driving decarbonization and digitalization. Together.



Senior Specialist Project Office Digitalization

Job description

In your new role you will:

- Drive and maintains the standards of digitalization templates and ensure the reporting of already planned activities in alignment with the Digitalization leadership team.
- Contribute to the creation of concepts, discussion of ideas, and documentation of progress for strategic digital projects
- Assist organizational change processes induced by our projects through adequate story telling and benefit communication
- Support the Digitalization team and leadership team in implementing a new digital tool that will improve our QM processes and drive our QM strategy forward
- Establish communication and connections with different stakeholders within the cross-divisional project to understand their requirements, concerns, and training needs
- Support the team with the creation of training materials, first-level support, co-organizing workshops, and drafting presentations

Profile

You are best equipped for this task if you have:

- Bachelor / Master Degree in Business Administration, Economics, Business Informatics, (Business) Psychology or a similar field of study
- Passionate personality, motivated, and reliable team player who is able to work independently
- Approach work operations in a precise, creative, and structured manner
- Relevant working experience (through internships, university projects, etc.), preferably in the field of project management, digitalization or change management
- Advanced knowledge of MS Office in Excel, Word and PowerPoint
- Excellent English skills, both written and spoken

Benefits

- **Melaka:** Wide range of training offers & planning of career development; International assignments; Different career paths: Project Management, Technical Ladder, Management & Individual Contributor; Exempt working hours

At a glance

Location:

Job ID: **HRC0755422**

Start date: **as soon as possible**

Entry level: **1-3 years**

Type: **Full time**

Contract: **Permanent**

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are flexible within core hours (9am-12pm & 2pm- 5.15pm); Home office options for certain tasks or due to personal circumstances. Applicable to exempt employees working on office hours only; Part-time work possible for exempt employees only; Exempt staff could apply up to 3-month sabbatical leave, subject to business situation; Medical coverage; In-house clinic operates 24 hours, doctor consultation possible from 9am to 5pm; Health promotion programs; Social Recreation Center with facilities, such as gym room, squash, badminton and netball court, zumba and yoga classes, etc.; On-site Cafeteria; Paid sick leave according to law; Additional 3% to Employee Provident Fund after 10 years service with Infineon Malacca; Re-employment opportunities; Productivity incentive bonus; Bus service for shift employees ; Allocated carpark for disabled and pregnant employees

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.

