

# Driving decarbonization and digitalization. Together.



## HR trainee: Hiring & Onboarding (f/m/div)

### Job description

Are you interested in Human Resources topics and do you have great analytical skills? Are you looking for an opportunity to develop your career in an international and dynamic environment, working with different locations across Europe? Then our Hiring and Onboarding team in Porto is waiting for you!

As a Human Resources Trainee for Hiring and Onboarding, you will support your team on various activities aiming for constant optimization and harmonization of Infineon's Hiring and Onboarding services. You will interact with several stakeholders and counterparts across our European locations.

In your new role, you will:

- Support **projects and processes within the scope of Hiring and Onboarding** for Europe;
- Support the **maintenance of process documentation**;
- Take part in **process harmonization activities**;
- **Communicate with HR partners in Europe**;
- **Support organizational tasks** within the team;
- Be **part of a cross-country team** setup.

### Profile

You are proactive and able to establish cooperation within your team and with others. You have a structured working style, with a sense of urgency and attention to detail.

You are best equipped for this position if you have:

- A degree in **Human Resources, Management, Business Administration**, or a similar field;
- A **data analytical and process-driven mindset**;
- Proficiency using **Microsoft Office** (e.g. excel, outlook);
- **Affinity towards HR tools** - experience with SAP would be a plus;
- Previous experience in the **HR field or HR projects** is a plus;
- Good **communication** skills;
- **Fluency in English**. Knowledge of German would be a plus.

Please send us your **CV in English** so we can get to know you better.

### At a glance

Location:

Job ID: **HRC0846270**

Start date: **Aug 12, 2024**

Entry level: **0-1 year**

Type: **Full 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: **HRC0846270**  
[www.infineon.com/jobs](http://www.infineon.com/jobs)



### Contact

**Catarina Meireles**  
Recruiter



## Benefits

- **Porto (Maia):** 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; Hybrid work model; Discount at on-site gym; Sabbatical; Birthday off; Medical coverage; Free parking available; Health promotion programs; Private insurance offers; Access for wheelchairs; Possibility to work remotely from abroad (EU); On-site canteen available; Service anniversary bonus; Wage payment in case of sick leave; Annual performance bonus

## 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.

### **- Feel welcome at Infineon Shared Service Center in Porto! -**

Our multifunctional business model is focused on high quality services through operational excellence with engaged people. We are recognized globally at Infineon as a valuable business partner.

These are the main business services on our site: Finance, Procurement, Human Resources, Cyber Security, Robotic Process Automation, IT, Audit, Legal, Compliance, Business Continuity among other areas that consolidate us as a high quality partner.

You will find a very open and approachable working culture at Infineon Porto, focused on promoting our people engagement and well-being at work.

### **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.

