

Driving decarbonization and digitalization. Together.



Senior Specialist Quality Assurance

Job description

Verification and validation of all Purchase Requisition (PR) according to the defined quality checkings in “MyBuy” (SAP Ariba) system

In your new role you will:

- Bachelor Degree in Business Administration, Accounting, Economics or equivalent degree
- Knowledge of Accounting guidelines, principles and concepts
- Knowledge of SAP/“MyBuy” (SAP Ariba) system
- Work experience at least 2 years
- Knowledge of Legal requirements from a Tax and VAT perspective
- SAP skills (would be an advantage)
- MS Office skills with an advanced level of Excel required
- Good team player and able to work under pressure and meet deadlines
- Able to work independently and to structure own work
- Able to produce quality and focus on completion
- Good communication skills
- Detailed oriented
- Fluent in spoken and written English language (mandatory); Chinese and Bahasa is a plus

Profile

You are best equipped for this task if you have:

- Process Ownership of PR: ensure quality and effectiveness of the processes; Verify and validate all requests according to the defined quality checkings; Close follow-up of PR missing information
- PO Submission, PO Change, PO Closing
- Yearly renewal of contracts and quality check during contract creation
- Handling of order Confirmation
- Communication with different areas of the company to ensure correct Accounting, Legal and Tax requirements
- Working with own team and/or with other process teams to identify and implement improvement opportunities /innovative solutions
- Drive/support Finance and Accounting related Topics and project overall support

At a glance

Location:

Job ID: **HRC0865530**

Start date: **Oct 01, 2024**

Entry level: **1-3 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: **HRC0865530**
www.infineon.com/jobs



- Ensure a proper execution of all agreed actions derived from Audit or Quality assessment recommendations
- Provide trainings to organization members in all relevant topics/processes

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 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.

