

# 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**  
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- 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.

