

Driving decarbonization and digitalization. Together.



Internship: Project Office Support (f/m/div)

Job description

You are a committed student from the field of Business Administration, Communication or related subjects and are looking for a new exciting student job? The development center in Graz manages contactless, security and sensor technologies. To get the job done we need passionate people, knowledge and an innovation mindset. Our team in Graz is looking forward to receiving your application!

In your new role you will **support** of **projects, processes, events, meetings** and **workshops** for **Infineon Austria Development Center activities** and **initiatives**.

This typically includes tasks such as

- **Preparation** of **meetings, workshops** and according **administrative activities**, tracking of action items, MoM (where appropriate) and consolidation of inputs
- **Market research** for technologies, regulations, applications and segments and summarization of these for executive debriefing
- **Data collection** and **management** with **Excel** on an advanced level
- **Creation** of **sites** and **management** of **internal tools** and **platforms** for information sharing and external/internal communication materials. (e.g. iShare)
- **Support** and **administration** of **internal events** and **workshops** with virtual tools such as Webex, Slido and others
- **Concepts** for **visualization** and **slide sets** for internal communication, workshops and selected partner communication
- **Value proposition visualization** and **basic art work** / visuals for high level messaging with image editing software

Further Information

Type of employment: Temporary / Full-time or Part-time (flexible working hours from Monday to Friday between 6 a.m. and 7 p.m.)
Duration: min. 12 months

Profile

You successfully meet the requirements, if you are a motivated and committed student from the field of **Business Administration, Communication** or related subjects. You are best equipped for this task if you additionally offer:

- Advanced skills in standard tools such as **MS Word, Excel, Powerpoint**, etc
- Very good skills in **social medial communication** (typically no content generation)
- Excellent **English** skills

At a glance

Location:

Job ID: **HRC0890206**

Start date: **as soon as possible**

Entry level: **0-1 year**

Type: **Full time / Part 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: **HRC0890206**
www.infineon.com/jobs



Contact

Lisa Derhaschnig
Recruiter



Please attach the following documents (German or English) to your application:

- Motivation letter
- CV
- Certificate of matriculation at a university
- Latest Transcript of records (not older than 6 months)
- Highest completed educational certificate (Matura certificate for Bachelor students, Bachelor certificate for Master students)
- Reference letter (optional)

This position is subject to the collective agreement for workers and employees in the electrical and electronics industry (full-time), employment group B for bachelor students, employment group D for master students (<https://www.feei.at/wp-content/uploads/2023/05/minimum-salaries-white-collar-workers-2024.pdf>).

Benefits

- **Graz:** 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; Home office options; Part-time work possible (also during parental leave); Sabbatical; On-site social counselling and works doctor; Health promotion programs; Discounted lunch possibilities; Private insurance offers; Corporate pension benefits; Flexible transition into retirement; Performance bonus; Accessibility, access for wheelchairs

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.

– Connected Secure Systems (CSS) delivers security for the connected world –

The **Connected Secure Systems (CSS)** segment offers comprehensive systems for a secure, networked world with a portfolio built around reliable, trendsetting microcontrollers as well as wireless connectivity and security solutions. Over the past decades, CSS has developed microcontroller, Wi-Fi, Bluetooth and combined connectivity solutions (known as connectivity combos) and hardware-based security technologies. The products are used in a broad range of applications: from consumer electronics, IoT and home appliances to IT equipment, cloud security and networked cars all the way to credit and debit cards, electronic passports and IDs. With its leading technologies in the areas of computing, connectivity and security, CSS makes a decisive contribution to protecting today's and tomorrow's networked systems.

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.

Infineon Hub - Connect. Create. Challenge.

The iHub at TU Wien represents an inspiring tech platform, networking area and event location, connecting Infineon Austria with tech experts, science specialists and young professionals.

Check out our upcoming events:

[Infineon iHub](#)

