

Driving decarbonization and digitalization. Together.



Senior Staff Specialist Program Management Support

Job description

The Senior Staff Specialist Program Management supports the management in a semiconductor technology company by providing support in a diverse range of programs and projects. Key activities and task includes organizing workshops, facilitate idea generation, moderate discussion, prepare communications package, lead projects, follow-up on the tasks and actions to ensure timely execution.

- Assist the Technology Management in coordination of critical projects or tasks to ensure timely execution
- Supports programs across the organization and drive the sub-activities/work packages for various improvement projects
- Monitor the progress of the programs/projects, analyze data, evaluate status and prepare executive summary for management for multiple projects and programs
- Drive improvement projects across the organization to maximize the efficiencies of the business (e.g. procedures, workflow, office automation, material storage)
- Responsible for preparing and communicating the Key Performance Indicators (KPI) report of the department
- Facilitate brainstorming/meetings, keeping discussion focused and prepare meeting minutes and document the discussions and next steps.
- Responsible for the planning, coordination and organization of workshops / departmental events
- Support the management in preparing communications / presentation package on various topics
- Perform any other tasks assigned from time to time

Profile

You are best equipped for this task if you have:

- Degree in Business/communication/Engineering/Technology/Science

At a glance

Location:	Kulim (Malaysia), Kulim (Malaysia)
Job ID:	HRC0656374
Start date:	as soon as possible
Entry level:	5+ years
Type:	Full time
Contract:	Permanent

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- Dual technical and business degree is preferable
- 5+ years relevant working experience preferably in the wafer-fab/semiconductor industry
- Excellent interpersonal and human relations skills in a diverse organization
- High sense of comprehension - able to understand, analyses and process complex information/topics
- Strong analytical and critical thinking skills
- Systematic and organized approach to working
- Flare of solving problems and developing creative solutions
- Superior reporting and communication skills
- Track record of success in running and coordinating programs.
- Willing to stretch extra miles to achieve overall organizational goals
- Ability to handle confidential information with utmost discretion

Benefits

- **Kulim:** 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; Holiday child care; Medical coverage; On-site social counselling and works doctor; Health promotion programs; On-site gym, jogging paths, beachvolleyball, tennis & soccer court; On-site canteen; Private insurance offers; Flexible transition into retirement
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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.

