



Job description

Are you looking for a new challenge in the field of project management and want to work with a professional team of senior project managers in an international high-tech environment? Here is your chance: we are looking for an energetic candidate to support our R&D team in Linz in a diverse range of project administration activities. If you bring in some years of relevant pre-experience combined with the motivation to drive things forward, including the necessary portion of assertiveness and communication skills to interact effectively with diverse management levels – we should definitely get to know each other!

In your new job you will:

- **Support our R&D project management team** in project planning
- Ensure high **data integrity** in our project management software KLUSA
- Be responsible for **project cost controlling** and **KPI reports**
- Create **analyses** of basic project data (e.g. milestones and costs) and data visualization s
- Contribute to **pipeline planning** and the preparation and consolidation of **project status reports**
- Create **forecasts** with regards to material and headcount costs

Profile

You demonstrate strong communication skills and know how to establish lasting relationships and networks. You enjoy developing your knowledge and skills and motivate yourself and others to achieve top performance. With your structured working style, you are able to demonstrate high quality standards. In sum, you enjoy working in an international technical environment and are committed to the success of your team.

You are best equipped for this task if you have:

- Completed a **technical** (e.g. a higher technical school/HTL) **or commercial education** (e.g. degree in business administration with focus on finance/project management or equivalent)
- **3+ years of relevant working experience** in project management or a supporting project office function (ideally in a technical environment)
- Comprehensive technical skills in **MS Excel**
- **Strong interpersonal skills** and ability to work with various interfaces
- Experience with **KLUSA** as a plus
- Excellent **English** skills with **German** skills or willingness to learn it as a plus

The **position is initially limited until 31.12.2022 (maternity leave cover)** and will be filled through one of our **leasing partners**. A **valid work permit for Austria or EU citizenship is a prerequisite for this position**. The employment is in accordance with the collective salary and wage agreement for employees of the electrical and electronics industry, employment group F-G (<https://www.feei.at/leistungen/informations-service/mindestlohne-und-gehalter-2019>). The monthly salary is paid 14 times p.a. We offer a higher compensation depending on your expertise and skills.

At a glance

Location: **Linz**
 Job ID: **43202**
 Start date: **Jul 01, 2020**
 Entry level: **3-5 years**
 Type: **Full time**
 Contract: **Temporary**

Apply to this position online by following the URL and entering the Job ID in our job search:

Job ID: **43202**
www.infineon.com/jobs

Contact

Mag. Elisabeth Koestenbauer
 Talent Attraction Manager



