



FOR THOSE WHO
DARE

Here is your home.

Working Student (m/f/d) Human Resources

Job Purpose/Role

We are seeking to recruit a working student (m/f/d) for our Munich based HR team at the earliest possible date.

Key Responsibilities

As part of our HR Team you are going to get to know the daily HR work "live" and support our small team in personnel administration and recruiting. You will assist with the recruitment process from the job advertisement to contract creation and support our team members in operational HR work. Moreover you will assist with a digitalization project, the holiday administration, data maintenance and general assistance activities. In your role you will be involved in a variety of HR related activities and projects.

Key Requirements/Skills/Experience

- Studying Psychology, Business Administration or Social Sciences
- Fluent in German and English (spoken and written)
- High sense of responsibility in dealing with sensitive data
- Very dedicated and reliable
- High level of precision and accuracy
- Proactive and independent work approach
- Excellent communication and MS Office skills




Additional Information

You will be based in Munich with flexible working time (18- 20 hours per week). We offer a suitable salary, collaboration in a friendly team, a comfortable job location near the University and involvement into interesting projects.

We are looking forward to your application at www.allianz.com/careers.

Reference Code

ACP-5954174-1



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Munich