

Active is:
Living our
values



Working student in the area of team assistance

Job Purpose/Role

To support our secretarial office in Munich, we are looking for a working Student (m/f/d) for Monday, Wednesday and Friday afternoon, approximately 20 hours per week.

Key Responsibilities

As part of your employment, you will be supporting our team assistant with administrative tasks, e.g. coordinating and supervising appointments, travel planning and settlement of travel expenses, planning and assisting meetings, filing, processing mail and data maintenance.

Key Requirements/Skills/Experience

- Enrollment in a university or comparable institution
- Good organization and communication skills
- Very good English and German (spoken and written)
- Confident grasp of MS Office
- Engaged and reliable conduct
- Service orientation and positive attitude
- High degree of accuracy and thoroughness.



Additional Information

We offer fair payment, flexible working hours, collaboration in a likeable team, a pleasant place of work near central Munich and assistance in interesting projects.

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

Reference Code

ACP-6567389-1

Allianz is the home for those who dare – a supportive place where you can take the initiative to grow and to actively

strengthen our global leadership position. By truly caring about people – both its 85 million private and corporate customers and more than 142,000 employees – Allianz fosters a culture where its employees are empowered to collaborate, perform, embrace trends and challenge the industry. Our main ambition is to be our customers' trusted partner, instilling them with the confidence to grow. If you dare, join us at Allianz Group.

Allianz is an equal opportunity employer. Everybody is welcome, regardless of other characteristics such as gender, age, origin, nationality, race or ethnicity, religion, disability, or sexual orientation.

Allianz Capital Partners is a global investment platform of Allianz Global Investors for alternative equity investments. With over 60 investment professionals, we manage approximately EUR 28 billion of alternative assets. Our investment focus is on private equity, infrastructure and renewable energy. Our investment strategy is targeted to generate attractive, long-term and stable returns for our clients.

Allianz Global Investors is the asset management subsidiary of Allianz SE. We are one of the world's leading active asset managers with over 600 investment professionals in 25 offices worldwide, managing more than EUR 500 billion in assets for individuals, families and institutions.

Active is how we create and share value with clients. We believe in solving, not selling, adding value beyond pure economic gain. We invest long-term, drawing upon our broad and innovative investment expertise, and leveraging resources globally to ensure a superior client experience wherever they are based and whatever their investment needs.

Active is: Allianz Global Investors

You are committed to creating value for our clients so that they can meet their financial objectives throughout their lives. You embrace a collegial culture based on strong values, take individual responsibility, and are dedicated to mastering challenging tasks. You aspire to make an impact in a diverse, international, technology-enabled and increasingly agile environment. If you feel inspired to elevate the active asset management experience, this is the place for you since, Active is: Allianz Global Investors.

Allianz Capital Partners GmbH
Munich