

Together with its customers and sales partners, Allianz is one of the strongest financial communities with a presence in over 70 countries. Around 83 million private and corporate customers rely on Allianz's knowledge, global reach, capital strength and solidity to help them make the most of financial opportunities and to avoid and safeguard themselves against risks. Our ambition is to be the partner of choice - with excellent employees, top-notch operating performance and the necessary financial strength. Join us to be part of our community!

Allianz SE is the global headquarters of the Allianz Group. Our employees reflect the Group's geographic and functional diversity. Located in Munich Allianz SE can become the starting point of your international career.

## Working student (m/f) for administrative support in Group IT

### Strategy

#### Job Purpose/Role

With us you will have the opportunity to work in the area of Group IT Strategy. As part of an international team and in a professional environment you will have the unique chance to gain insights into the structure and processes of a strategic function of a globally acting financial services provider. You will support the team in developing strategic content as well as in administrative tasks.

#### Key Responsibilities

- Autonomous work tasks with a high degree of responsibility
- Preparation and design of presentations for the management level and preparation of documentation for international meetings
- Support in project management office tasks (organisation of meetings and events, agenda coordination, ...)
- Support on international conferences with C-level executives
- Quality assurance and revision of documents, both text and calculation based (e.g. business cases, project and product descriptions)
- Stakeholder management on selected tasks
- Support of the Head of Group IT Strategy on a day to day basis

#### Key Requirements/Skills/Experience

##### Qualifications

- You are in the last year of your studies (Bachelor/Master/Diploma); Preferred study areas: Information Technology, Computer Science, Business IT, Mathematics (with connection to IT) or other relevant field with general understanding of and interest in IT-related topics
- You are a friendly, trustworthy and reliable individual with a degree of confidentiality and courtesy and with the ability to provide pro-active organizational support where needed with a high degree of personal responsibility and an open mindedness
- You work well autonomously, or in a team, and are willing to take on responsibility. You are quick-witted and keen to deep dive into new and complex topics

- You are an experienced MS Office (Outlook, Word, Excel and PowerPoint) user. In addition, you are an outstanding communicator with an above-average sense for team work and commitment. Finally, you are able to express yourself fluently in English.

#### Experience & Key Skills

- Organizational talent
- Highly communicative
- Out-of-the-box-thinking
- Service oriented way of working
- Interested in working within an IT-related working environment

#### **Additional Information**

Job start: immediately

Duration: 6 months for 16-20h/week (longer commitments preferred)

Location: Munich

Language English and/or German

Please note that your application can only be considered in case you are enrolled at university for the whole period of employment.

Reference Code AZSE-2997216-2

Please submit your complete application documents (incl. CV, certificates, references and motivation letter)

We are looking forward to receiving your application on [www.allianz.com/careers](http://www.allianz.com/careers).

Allianz SE is committed to employment equity and therefore welcomes applications from men and women regardless race or ethnicity, age, nationality, religion, disability, sexual orientation or philosophy of life.

Allianz SE  
München