

# Job Title: Working student (m/f/d) Human Resources

Allianz Investment Management (AIM) is the investment management arm of the Allianz Group, responsible for managing the risk/return profile of its approx. € 800 bn investment portfolio. Our global network of more than 500 employees in over 60 countries is organized in regional hubs located in Munich/Stuttgart, Milan, Minneapolis, Paris, and Singapore. It offers multifaceted career opportunities for outstanding investment talents.

AIM provides the perfect opportunity to embark on or continue your international career. AIM continues to grow and supports its employees to do the same. We believe that work should be rewarding, and that good work should be rewarded. We offer opportunities and strive for excellence. And our actions are guided first and foremost by high ethical standards and our sense of commitment to society.

## Job purpose/role:

Join our Human Resources Teams at Allianz Investment Management SE (AIM) And get to know all essential HR topics! You will gain insights into all operational and strategic HR processes by supporting the team regarding all topics from Recruiting and Talent Management to Compensation and Employee Support. You are going to work in an international working environment with exciting projects and many opportunities for your personal and professional development.

## Key responsibilities:

- Get to know the daily HR business and support in personnel administration as well as operational work
- Support the organization of training activities and guidance of measures
- Gain insights into talent management processes in a large organization
- Assist with topics related to remuneration and the annual compensation cycle
- Get involved in the administration of interns and working students at AIM and get to know processes from job posting to onboarding
- Maintain our newsletters, intranet pages and work-well health management program

## Key requirements / Skills /Experience:

- You study Human Resources, Business Administration, Social or Educational Sciences, Psychology, Law, or similar subjects
- You are enrolled for the whole duration of your employment
- You are fluent in English (spoken and written), basic knowledge in German would be helpful
- You have good command of Microsoft Office
- You have already gained your first professional experience (internships, working student jobs) in HR
- You work analytical, accurate and proactive

## Additional information:

Desired start date: 01.12.2022

Duration: Minimum of 6 months

Special Benefits for students

In order to consider your application properly, we kindly ask for the following documents from your side: CV, Cover Letter, Employer testimonials / references or recommendation letters (if any), University grades/transcripts of records and high-school transcript (if possible) and your current Certificate of enrollment. Please upload these documents when applying for the role.

17348 | Human Resources | Student | Allianz Investment Management | Part-Time | Temporary

Allianz Group is one of the most trusted insurance and asset management companies in the world. Caring for our employees, their ambitions, dreams and challenges, is what makes us a unique employer. Together we can build an environment where everyone feels empowered and has the confidence to explore, to grow and to shape a better future for our customers and the world around us.

We at Allianz believe in a diverse and inclusive workforce and are proud to be an equal opportunity employer. We encourage you to bring your whole self to work, no matter where you are from, what you look like, who you love or what you believe in.

We therefore welcome applications regardless of ethnicity or cultural background, age, gender, nationality, religion, disability or sexual orientation.

Join us. **Let's care for tomorrow.**

