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## Working Student (f/m/d) Human Resources

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. In your role you will be involved in a variety of HR related activities and projects:

- HR General Assistance Activities and operational HR work
- Recruitment process, from job advertisement to contract creation
- Student support for working students and interns
- Data maintenance and absence administration
- Targeted support for HR 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
- Very good numerical and analytical skills
- 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 main station and involvement into interesting projects.

Reference Code : ACP-8249039-6

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

### Allianz Capital Partners GmbH

Munich

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 100 million private and corporate customers and more than 147,000 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.

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.