

Our strong customer base is the driving force for further growth. We invest a lot in digital technologies, and put long-term success over short-term success. Our social mission is fulfilled with a high level of commitment and integrity. A career full of development opportunities awaits you and the opportunity to help shape the future of our customers.

Internship COO - Office Oversight Governance

in Luxembourg, 3 to 6 months, start date is the 1st or the 15th of every month

About DWS

DWS Group (DWS) is one of the world's leading investment organisations. With over €800 billion in assets-under-management, DWS offers individuals and institutions traditional and alternative investments across all major asset classes. DWS is a publicly listed firm on the Frankfurt stock exchange majority-owned by the Deutsche Bank Group and a minority stake held by Nippon Life. The Alternatives business represents more than € 70 billion and includes private real estate, private infrastructure, liquid real assets (real estate/infrastructure, and commodity securities), sustainable investments, private equity, and hedge funds.

Your tasks

- Administrative and coordinative tasks focusing on projects, regulatory changes, audits and meetings
- Creation of Senior Management presentations and support in the daily business
- Supporting the presentation and the post processing of project meetings
- Review of service provider MIS, and follow-up with service provider as needed
- Production of team reporting for presentation to the management board and diverse fund boards
- Support the due diligence process for service providers
- Support the Oversight Governance team in a multitude of tasks including
- Collating and review of data to support the production of reporting
- Support the completion of tasks within projects
- Production of flow charts
- Attendance of meetings and writing of minutes

Your qualifications

- Student in business administration, economics, industrial engineering, business mathematics or a comparable economic
- Interested in financial issues and capital market topics
- Already gained some practical experience in project work
- High affinity for asset management
- Experience in MS Office and common applications
- Strong communication skills, fluent in English, German is an asset
- Responsible, committed personality with excellent analytical skills and quick comprehension

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