

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 DWS HR EMEA Team

Luxembourg, 3 – 6 months, starting on the 1st or the 15th of every month

About DWS

DWS Group (DWS) is one of the world's leading investment organisations, with over EUR 859 billion in assets under management. Our diverse expertise in Active, Passive and Alternatives asset management – complement each other when creating targeted solutions for our clients. DWS wants to innovate and shape the future of investing; with approximately 3,500 employees in offices all over the world, we are local while being one global team.

Responsibilities

Work on the various aspects of HR-related processes such as onboarding, offboarding, talent development etc., as well as HR-related projects in EMEA. It includes:

- Handle administrative tasks and support the HR Advisors in their ad-hoc tasks;
- Support the review of HR service providers' contractual documentation;
- Support in preparation of process related documentation for various countries in EMEA, in close contact with our HR partners abroad;
- Prepare various internal and external reportings;
- Support our department in the day-to-day business and collaborating with other divisions

Requirements

- Enrolled in studies preferably in economics, law, psychology or social sciences;
- Very good organisation skills and ability to handle multiple tasks and deadlines;
- Ability to work independently at the highest level under time pressure;
- High level of initiative, commitment and willingness to learn;
- Excellent communication skills;
- Very good English language skills (verbal and written) are required, German and Italian is an advantage;
- Good MS-Office skills

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