

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 CEO - Office

Luxembourg, 3 – 6 months, starting in May/ June 2023

About DWS

DWS Group (DWS) is one of the world's leading investment organisations, with over EUR 821 billion in assets under management. Our diverse expertise in Active, Passive and Alternatives asset management – as well as our deep environmental, social and governance focus - complement each other when creating targeted solutions for our clients. DWS wants to innovate and shape the future of investing: with approximately 3,800 employees in offices all over the world, we are local while being one global team.

About the position

The CEO Office in Luxembourg is the centerpiece of the Management Company. It coordinates all local and overreaching projects, collects and processes diverse information and presents them to the management of the Management Company. During your internship, you are going to be introduced to the diverse aspects of asset management and you will be supporting the team in many diverse tasks. Your focus will be on administrative and coordinative tasks focusing on projects, regulatory changes, audits and meetings

Responsibilities

- Supporting the top-management in the daily business
- Actively assist the coordination of external and internal audits as well as with the follow-up findings
- Responsible for the presentation and the post processing of project meetings
- Creation of Senior Management presentations
- Tracking and supporting answer to requests from the Financial Regulator (CSSF)
- Assisting the Corporate Secretariat team in the preparation of Board of Directors meetings of the investment funds
- Coordinating the execution of internal and external documents as well as maintaining the internal Authorised Signatories list

Your Requirements

- Student in the field of legal or economics
- Very good organization skills and ability to handle multiple tasks and deadlines
- Ability to work independently as well as to work in a team
- Excellent communication skills
- Very good English and German language skills
- Good MS-Office skills

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