

Working Student in Global Communications (m/f)



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Job purpose/role

The holder of this position will be responsible for supporting the Global Communications team in Munich on routine and administrative tasks as well as special projects. Your particular focus will be on media relations and intranet support.

Key responsibilities

- Support the Head of Media Relations: research of clippings, data entry into global media database and quarterly analysis; research and copywriting of interview briefings, articles; management of media distribution lists
- Content management and editorial activities for AGCS Intranet and website
- Team support on special projects covering internal, digital and external/media communications

Key requirements, skills and experience

- University degree level studies in Communications-related field, ideally Journalism or Business Administration with focus on Communications or Marketing
- Communications background (e.g. by studying communications or first on-the-job experience as journalist/editor)
- Registered as student for the complete duration of employment (up to 20 hours / week)
- Ability to communicate and co-operate efficiently in a professional environment
- High accuracy, reliability, pro-activeness and working independently
- Very good MS Office skills (particularly MS Excel, Word)
- Business fluent in English and German (reading and writing)
- Self-motivated personality and pro-active team player who can work autonomously
- Quick learner
- Ability to work and adapt to a team



Additional information

Temporary part time (up to 20 hours / week)

Reference code: AGCS-DE-2498/2016-E

Apply now!

Please note that we only accept applications via our online tool: www.allianz.com/careers