

# Working Student - HR Global Mobility (m/f)



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### Job purpose/role

As an integral part of the team, this person will support, coordinate and own the mobility function, in terms of administration and processing of information, to ensure that the customer consulting and process requirements are met in order to achieve business objectives in a timely manner.

### Key responsibilities

- Support the international roll out of the Group Mobility Policy
- Documentation tracking in ongoing workflows as well as process improvement when necessary
- Prepare training for Global Mobility workshops
- Prepare monthly calls with the international Global Mobility team and take the minutes. This also includes, setting up consulting calls with business across different time zones utilizing conference call details
- Support Data Base Management and liaise with local HR on data quality and clarifying questions
- Develop regularly data reports and special case reports
- Prepare International Assignment Request Forms for new assignments and support with questions for local HR Business Partners
- Prepare requisition forms and collect the relevant approvals

### Key requirements, skills and experience

- Currently enrolled in University
- Strong analytical and conceptual capabilities
- Strong Excel skills, and good general MS Office skills (Word, Power Point, Access)
- Fluent in English. Advanced German would be highly desirable
- Intercultural awareness and "can-do" attitude. This person will need to work on tasks independently, therefore high organizational and communicational capabilities as well as a proactive attitude, are required
- Previous internships in an insurance company, IT- or management consultancy, would be a distinctive advantage

### Reference code:

AGCS-DE-2564/2016-E

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