Working Student (f/m/d) Workplace Support

Job Purpose/Role
Do you know what “iOS” is? And you know one or two shortcuts in Excel? And you like to work with people? We can offer you a great working environment in our 1st level on-site IT support team, a place where you can help desperate people and bring a smile back to their faces.

Please apply if some of the below speaks to you!

Key Responsibilities
- You are a valued member of our Workplace team
- General IT support, either face to face, over the telephone or via mail or remotely
- User management (create, edit, delete users) using Allianz systems – you will be trained!
- Support our communication strategy using Allianz Connect, our intranet solution
- Manage Hardware inventory
- Support projects related to the Workplace and Operations department
- Invoice processing and IT budget controlling (can be discussed depending on your preferences)
- Preparation of presentations & reports

Key Requirements/Skills/Experience
- Keep Calm and Carry On
- Studies in Business Administration, Real Estate, Computer Science or IT, or natural sciences
- General interest in and affinity for IT topics
- Solid Internet and PC skills with MS Office products
- Ability to manage multiple tasks simultaneously
- Commitment to and enthusiasm for client service and delivery
- Process adaptability to work co-operatively and effectively within the team and the organization
- Ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly
- Solid written and spoken German and English
Additional Information
- Job start: asap (minimum 6 months)
- Location: Munich

Please submit your complete application documents (incl. CV, certificates, references and motivation letter). We are looking forward to receiving your application on ARE-Applications@allianz.com or on http://www.allianz.com/careers.

Christina Steigerwald
Allianz Real Estate GmbH
Human Resources
Seidlstraße 24-24a
80335 Munich, Germany
ARE-Applications@allianz.com

Reference Code
AZSE-5897072-2

Allianz is the home for those who dare – a supportive place where you can take the initiative to grow and to actively strengthen our global leadership position. By truly caring about people – both its 88 million private and corporate customers and more than 140,000 employees – Allianz fosters a culture where its employees are empowered to collaborate, perform, embrace trends and challenge the industry. Our main ambition is to be our customers’ trusted partner, instilling them with the confidence to grow. If you dare, join us at Allianz Group.

Allianz is an equal opportunity employer. Everybody is welcome, regardless of other characteristics such as gender, age, origin, nationality, race or ethnicity, religion, disability, or sexual orientation.

Allianz Real Estate is the captive asset and investment manager in real estate within the Allianz Group. We develop and execute tailored investment strategies worldwide including direct and indirect equity investments. We are also mandated to originate commercial mortgage loans in Europe and the USA on behalf of the Allianz Group. Allianz Real Estate activities are globally steered out of its head offices in Munich and Paris, whilst local operating platforms provide market coverage, transaction sourcing and asset management capabilities.

We are looking forward to receiving your application on www.allianz.com/careers.

Allianz Real Estate GmbH
München