



FOR THOSE WHO  
**DARE**

Here is your home.

# Intern / Working Student Finance / WORKPLACE (m/f/d)

## Job Purpose/Role

We are looking for a student (m/f/d) to join our new agile WORKPLACE product team in Munich, working as a working student for 16-20 hours per week or as an intern in fulltime, starting on 15th July (or later) for 3 or 6 months.

## Key Responsibilities

- Be part of a new team to setup WORKPLACE as a new digital product/ service in an agile setup, combining CHANGE and RUN tasks, defining the strategy, processes (eg. new user onboarding, incident-, problem management), roles and responsibilities, budgets and investment models. Support in analyzing and presenting improvements as well as developing marketing and reporting for Board and global user community
- Analyze WORKPLACE project portfolio (e.g. definition of user personas, customer journeys and the global workplace strategy, Roll out of Office 365, Allianz Virtual Client, Allianz Mobile client; Office Moves)
- Support the ongoing CHANGE project delivery team, e.g. in project management, change management, communications and financials
- Support the RUN team with housekeeping and controlling tasks for the global user community and assist in implementation of sustainable improvements (e.g. consolidate system of records, IT self service enhancements)
- Ad hoc projects / topics in coordination with supporting services (eg. Identity and access management services, Network services, Facility services, change and incident management)

## Key Requirements/Skills/Experience

- Currently enrolled in Bachelor's study with a focus on IT, Business administration or Controlling
- Interested in digitalization and mobile technology
- Very good knowledge of MS Office, particularly Excel and PowerPoint
- Good analytical skills and a structured working style
- Team player and a high level of motivation
- Fluency in English and good command of German (able to communicate on everyday matters) are mandatory



### Additional Information

- Starting date: 15th July (or later) for 3 or 6 months
- Full-time (as an intern or during the lecture-free period at university) and/or part-time (16-20h per week)
- We offer fair payment, flexible working hours, collaboration in a likeable team, assistance in interesting projects, a very international working environment and a pleasant workplace near university

-In order to consider your application in detail, we require the CV, Cover Letter and Enrolment Certificate from you. Please be so kind to upload them when applying to the role.

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### Reference Code

AGCS-DE-3683/2019-E

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AGCS promotes an individual work-life balance for example the possibility of working part-time. Provided that the job with its respective basic conditions is suitable for this, all positions advertised on a full-time basis can also be filled on a part-time basis.

If you are currently exempted from statutory pension obligations under section 6 (1) sentence 1 no. 1 SGB VI, please take a look at the important and binding notes in the HR lexicon under: Money / Social Security / Annuity Insurance / Pension Insurance exemption.

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