

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 DWS Human Resources EMEA

Luxembourg, 3 - 6 months, starting on 1st of August 2024

About DWS

DWS Group (DWS) is one of the world's leading investment organisations, with over EUR 896 billion (Q4 2023) in assets. Our diverse expertise in Active, Passive and Alternatives asset management – complement each other when creating targeted solutions for our clients. DWS wants to innovate and shape the future of investing: with approximately 4,500 employees (Q4 2023) in offices all over the world, we are local while being one global team.

About the Department:

The DWS HR EMEA Team is responsible for all DWS employees in EMEA including 9 countries (Austria, France, Italy, Netherlands, Poland, Luxembourg, Spain, Sweden, Switzerland). Out of Luxembourg, the DWS HR EMEA Team provides professional, timely advice and guidance to business leaders in assigned divisions/business units, on specific functional subject areas and consistent with DWS' strategy, ensuring adherence to the company policy and relevant legal/regulatory frameworks. The DWS HR EMEA Team collaborates with colleagues within their function, and more broadly, implement appropriate policies and processes, in line with company and divisional strategy.

Responsibilities

Work on various aspects of HR-related processes such as onboarding, talent development etc., as well as HR-related projects in EMEA. It includes:

- Recruitment management (selecting candidates, conducting interviews, setting up contracts, etc.) of all interns of DWS Investment S.A. in Luxembourg and other Legal Entities in DWS EMEA
- Onboarding and responsible contact person for interns after recruitment
- Support the review of HR service providers' contractual documentation
- Support in preparation of process related documentation for various countries in EMEA, in close contact with our HR colleagues abroad
- Prepare various internal and external reportings
- Support our department in the day-to-day business and in collaborating with other divisions

Requirements

- Enrolled in studies preferably in Human Resources, Economics, Law, Psychology or Social Sciences
- Very good organisation skills and ability to handle multiple tasks and deadlines
- Ability to work independently at the highest level under time pressure
- High level of initiative, commitment and willingness to learn
- Excellent communication skills
- Very good German and English language skills (verbal and written) are required, any other language is an advantage
- Good MS-Office skills

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https://db.wd3.myworkdayjobs.com/DBWebsite/job/Luxembourg-2-Blvd-K-Adenauer/DWS-HR-Intern_R0338263

