

Students to work in the HANIEL Group China Office in Shanghai

Start date: straight away or later

Your duties

We are offering students an initial opportunity to obtain some practical working experience. Successful candidates will be expected to perform organisational and administrative duties. Among other things, these will entail helping to organise events, producing presentations, conducting online research, and performing market and competition analyses. Working students gain a deeper insight into the work undertaken by our company while learning a great deal about our international activities.

The HANIEL Group China Office is offering paid employment with a range of attractive and challenging duties. You will work 16 to 24 hours a week, but a longer working week may be possible during the holidays. It is hoped to recruit students for a longer period of employment. Subject to prior agreement, the actual working hours can be arranged flexibly according to your study timetable. The posts are situated in our new office in the Bund Centre in the centre of Puxi.

Person specification:

- Enrolled student with above-average grades
- Very good knowledge of Microsoft's Office suite
- Good spoken and written English (knowledge of German an advantage)
- Prior experience in internships
- Very well developed analytical and creative skills
- Desire to work independently
- Great enthusiasm
- Flexibility and ability to work in teams

We look forward to receiving your informative application.

Please send your curriculum vitae and copies of certificates by e-mail to Dr Zheng Han (zhan@haniel.de)