



EUROASSEKURANZ Versicherungsmakler AG currently employs some 130 people at its offices in Regensburg, Munich and Frankfurt am Main. The internationally oriented company is closely networked with the global Howden Broking Group through a strategic partnership. As an independent insurance broker, EUROASSEKURANZ helps companies to identify and manage their risks and to design the insurance solution they need.



We would like to fill the following vacancy at our **Regensburg** office at the earliest opportunity:

Student (m/f/x) for our HR department.

Working parallel to your studies, you will assist our HR Department's team with its administrative work.

Your work will include:

- Involvement in everyday business and ongoing processes
- Carrying out research work
- Applicant management activities
- Helping to look after the time management system
- Maintaining employee master data and personnel files
- Involvement in preparing and managing documents

Successful candidates will have:

- Studied or be studying economics/business studies, social or behavioural science, with a particular focus on personnel management
- Social skills and an ability to work as part of a team
- Organisation and communication skills
- Good IT skills, particularly in MS Office applications

What we offer you

- A team-oriented working environment at a successful company
- Flat hierarchies and short decision-making channels
- Flexible working hours (up to 20 hours a week)
- Attractive remuneration
- Insight into how an HR department of a medium-sized company works

For more information on what we have to offer as an employer, please visit our website at

<https://euroassekuranz.eu/werte-prinzipien-2/jobs/>

Do you think that we are a good match?

If so, please send us your application documentation in PDF form, indicating your salary expectations and the date on which you could start work. You can either e-mail these to bewerber@euroassekuranz.de or post them to EUROASSEKURANZ Versicherungsmakler AG, c/o Eva Maria Matausch, Dr.-Gessler-Str. 37, 93051 Regensburg, Germany.