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Let's care
for tomorrow.



ALLIANZ BULGARIA

Internship

Human Resources and People & Culture Department

Key responsibilities/What you do

- Support the recruitment process by assisting with candidate screening and interview scheduling.
- Assist the department in managing and coordinating documentation such as job descriptions.
- Participate in key HR activities and events.
- Provide administrative support for HR meetings and presentations.
- Rotate between all key HR functions to gain a comprehensive understanding of the department's operations.

Key requirements/What you bring

- Currently enrolled as a student in a humanitarian specialty, preferably in Human Resources, Psychology, Economics, or Business Administration.
- Excellent command of MS Office, particularly Excel, Word, and PowerPoint.
- Understanding in AI technologies such as ChatGPT.
- Fluency in English.
- Strong communication skills.
- Proactive personality and problem-solving mindset.
- Ability to adapt to a dynamic environment.
- Motivation for professional development in the field of Human Resources.

Key benefits/What we offer

- Paid internship with flexible working hours.
- Training and professional practice within a team of excellent specialists.
- Utilization of international experience in a financial group with established traditions.

Start of internship: By mutual agreement
Duration: Long-term

Allianz Group is one of the most trusted insurance and asset management companies in the world. Caring for our employees, their ambitions, dreams and challenges, is what makes us a unique employer. Together we can build an environment where everyone feels empowered and has the confidence to explore, to grow and to shape a better future for our customers and the world around us.

We at Allianz believe in a diverse and inclusive workforce and are proud to be an equal opportunity employer. We encourage you to bring your whole self to work, no matter where you are from, what you look like, who you love or what you believe in.

We therefore welcome applications regardless of ethnicity or cultural background, age, gender, nationality, religion, disability or sexual orientation.

Join us. Let's care for tomorrow.



Location
Sofia (Bulgaria)



Job level
Student / Graduate



Necessary documents
Send your CV to hr@allianz.bg