

Join us.
Let's care
for tomorrow.



ALLIANZ LEASING BULGARIA

Internship

Legal, Regulatory Control, Back Office, and Administration

Key responsibilities/What you do

- Actively assist in the daily business activities of the company.
- Execute administrative and organizational tasks as assigned.
- Organize and archive legal, business, and corporate documentation.
- Prepare documentation to support company activities.
- Manage correspondence with government institutions, bodies, and organizations.
- Undertake additional tasks as directed by company leadership.

Key requirements/What you bring

- Strong computer literacy, particularly in Microsoft Office and Excel.
- High linguistic proficiency and communication skills.
- Proficiency in spoken and written English is an advantage.
- A driver's license is considered a plus.
- Responsibility, loyalty, and a high level of confidentiality.
- Excellent organizational skills, attention to detail, and precision.
- Ability to manage multiple tasks simultaneously.
- Flexibility, attention to detail, a professional appearance, and a collegial attitude.

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.

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Location
Sofia (Bulgaria)



Job level
Student / Graduate



Necessary documents
Send your CV to hr@allianz.bg