

BMW Foundation Herbert Quandt

BMW Foundation Herbert Quandt The BMW Foundation Herbert Quandt unites economic innovators, political decision-makers, leading scientists, and representatives of civil society in a global network. Together, we transcend borders, cultures, and systems to advocate for innovations and sustainable changes that pave the way for innovative economies and resilient democracies. These efforts serve as the foundation for a fairer and more liveable future.

Working Student (m/f/x) Finance & Legal, Berlin or Munich

City: Berlin; Starting Date: 13/05/24; Duration: min. 1 year, max. 2 yers;
Remuneration: 1.544 EUR gross/month

Working field

- Supporting the team with all payment-related tasks – i.e., timely and accurate processing of payments, coordination of credit card debits, maintaining records for all transactions, etc.
- Assisting with general administrative tasks – e.g., responding to internal and external queries, preparation of decision papers and internal meetings.
- Supporting in analyzing financial data and preparing reports using MS Excel.
- Coordinating business travel requests
- Supporting the team with contract management tasks, e.g., updating contract templates, contract-related process documents, contract database maintenance, contract manual, etc.
- Working on other assignments, depending on current priorities and annual budgeting/reporting cycle

Requirements

- You're currently enrolled in a bachelor's or master's program in Germany and are based in Berlin or Munich.
- Your degree is in Finance, Economics, Business Administration, Non-Profit Administration, Legal or a related discipline.
- You're business-fluent in written and spoken German and English.
- You have a comprehensive interest in financial processes and good organizational skills.
- Your accuracy allows you to work reliably, and you show high diligence and trustworthiness.
- You're proficient in Excel and feel comfortable working with a large amount of data and numbers.
- You are able to work independently and autonomously but you are also a genuine team player to coordinate and collaborate effectively with various teams.

What We Offer

- A cool, multinational, and passionate team that is committed to working for a better future as expressed in the UN SDGs.
- A demanding job in an agile project team offering you loads of creative freedom in a globally operating corporate foundation.
- The opportunity to work on meaningful and varied projects and to enhance your professional and personal development in coordination with us.
- A working student contract (20h/week min.) with flexible remote work options.
- Generous subsidy of eGym Wellpass.
- Start date: mid-May 2024 or by arrangement.
- Duration: Preferably one (1) year or more.
- A unique workplace at the BMW Foundation's office smack in the middle of Berlin's government district or on Munich's Prater Island.

Application

Are you interested?

If you are interested, please send your full application (letter of application, CV, diplomas/certificates) as a PDF file (no photo required) to Regina Sandig (she/her) at **recruiting@bmw-foundation.org** (subject line: "Working Student Finance & Legal").

Responsible Leadership also means working towards equality. Therefore, the BMW Foundation explicitly welcomes applications from all individuals regardless of gender, nationality, ethnic origin, religion/belief, disability, age, sexual orientation, and identity. Where qualifications are equal, preference will be given to people with severe disabilities.

More information at <https://stellenticket.de/181189/>

Offer visible until 12/05/24

