

European Energy Exchange AG - Energiebranche

> eex group

EEX Group develops world-leading market platforms to enable trading of energy and commodity products, such as power, natural gas, environmentals, freight, metals and agriculturals as well as offers subsequent clearing and registry services through our dedicated entity, ECC. We provide access to a network of more than 800 trading participants across our 21 locations on three continents. We are part of Deutsche Börse Group. #GoingGlobal

Intern (f/m/d) in Project Management in full-time limited for 6-8 months

City: Leipzig; Starting date (earliest): 01/01/26; Duration: 6-8 months;
Remuneration: Accordingly to your current studies

Working field

This position is limited for 6-8 months with a start in January 2026.

Your tasks

Are you ready to dive into an exciting and dynamic work environment? You will collaborate closely with a diverse project teams across our group. We are seeking a dynamic and motivated Intern to join our team, supporting diverse projects. Your responsibilities will include:

- Organizing and facilitating internal workshops and meetings, including scheduling, preparing materials, taking minutes, and ensuring effective follow-up communication.
- Supporting the creation and formatting of reports and presentations for senior management.
- Assisting with the creation of purchase orders and the execution of internal invoicing and approval workflows.
- Maintaining and updating project-related content in the relevant project management tools.
- Creating and managing internal communication measures to ensure clear and consistent messaging across all departments.
- Leveraging various communication platforms and tools to enhance internal information flow and collaboration.
- Assisting in tracking project milestones, deadlines, and resource allocations.
- Performing general administrative tasks such as calendar coordination, file management, and data entry.

We are looking for someone who is reliable, solution-oriented, and capable of supporting colleagues in managing teams and deliverables. You should feel comfortable reaching out to people both in your office and at various EEX locations internationally. In return for your outstanding performance, you will

receive immense support and encouragement from your team. After all, we value the exchange of ideas, being there for each other and encouraging each other to become better. We call it: the exchange mindset.

Requirements

- Currently pursuing studies in business administration, energy-related studies or comparable course of study
- Availability for a full-time internship for 6-8 months on-site in Leipzig in our EEX office
- Keen interest in Project Management and Communication; Previous practical experience in project management or related areas is a plus
- Personal Attributes: Highly motivated and committed, Reliable with a strong sense of responsibility, Proactive and able to work independently, Friendly and professional demeanor
- Skills: Strong organizational and structured working skills, Excellent communication and teamwork abilities, Independent, solution-oriented work approach, proficiency in MS Office, particularly Excel and PowerPoint
- Language Proficiency: Fluent in both written and spoken German and English

What we offer

- We offer a paid internship in full-time for 6-8 month to learn, upscale your skills and foster your professional development
- A good work-life balance thanks to flexible working hours
- Flexible mobile working arrangements in Germany and abroad (according to our current mobile working abroad agreement for students)
- A place in a dynamic and international team within the EEX Group and Group Deutsche Börse
- A perspective in the constantly growing and developing energy industry

Application

Upload your Covering letter, CV and educational certificates by using the given link to the application.

More information at <https://stellenticket.de/196857/TUB/>
Offer visible until 18/09/25

