

# Internship

## Permanent Establishment Operations

**Bank Austria** is number one in Austria and Central and Eastern Europe. Since 2005 we have been a **member of UniCredit**, one of the largest European banking groups. Being the bank with the strongest capital base among the large banks in Austria we aim for excellence and strive to achieve maximum customer satisfaction. Therefore we consistently invest in the development and motivation of our employees. In addition we offer ambitious students the opportunity to gain practical experience during their education.

The mission of UniCredit S.p.A. Permanent Establishment Vienna is to perform activities on behalf of the Holding, primarily in the field of management and financial control, of legal support to various projects as well as other activities which are - for reasons of management and functionality - easier and more logical performed locally in Austria.

### Key tasks and responsibilities:

- Assistance in daily business tasks and HR related topics with a special focus on international mobility.
- Electronic archiving of employee personnel files in SAP as well as expat data management.
- Monitoring of HR activities.
- Help in the coordination with internal and external providers.

### Qualification and competencies:

- Active student of economics or business administration.
- Excellent command of German and English.
- HR knowledge beneficial.
- Knowledge of MS-Office tools.
- Willingness to work in an international environment.
- Flexibility and preciseness.
- Team player.

### Our offer to you:

Place: Vienna

Period: starting from September 2017

An internship for at least 3 months with a monthly gross salary of EUR 1050,00 if the internship is mandatory for your studies. If your internship is not mandatory we offer a monthly gross salary of EUR 743,81.

### Application details:

We look forward to receiving your online-application on <http://praktikum.bankaustria.at>, indicating the advertisement-no. **P3399HR-2**.

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