

MARKETING | CREATIVE SERVICES | VISUAL COMMUNICATION | GRAPHIC DESIGN | SOCIAL MEDIA

Take part in our  
6-month internship  
program

After the internship you can  
become our employee!



Within Global Research and Analytics group we are looking for a professional, curious individual to support Investment Team Services team. The group located in Poznan office collaborates closely with investment and sales teams globally to facilitate and report client meeting priorities with Portfolio Managers and Proxy.

The job involves various tasks – administration of shared mailbox and escalating outstanding cases via email, maintenance of meeting data base, preparing data visualizations and reports, building relationships with sales teams all over the world.

The ideal candidate:

- Fluent knowledge of the English language (spoken and written)
- Strong knowledge of MS Office Applications (Outlook, Excel, Word and Power Point)
- Knowledge of Tableau and Access would be an additional advantage.
- 4th/5th year student
- Availability to work 25 to 30 hours a week between 9.00 and 18.00
- Strong attention to detail and high quality of work
- Good written and verbal communication skills
- Strong interpersonal skills
- Solid organizational and administrative skills
- Comfortable working in a global environment

[Apply online](#)

### We offer:

- Paid internship for a period of 6 months
- Attractive location (Malta House)
- Working experience in a multicultural environment
- Possibility to improve your language skills while working with people from different countries
- Friendly and supportive working environment
- Good mentoring
- Free gym in your office