

ALANTRA Deutschland GmbH

WORKING STUDENT (M/F/X) PART-TIME POSITION

ALANTRA Group is a global mid-market investment banking and asset management firm with a strong presence in 21 countries and more than 370 professionals. In the investment banking division, ALANTRA advises corporates, family-owned companies and financial investors active in the mid-market in M&A, debt, portfolio and capital markets transactions. In the asset management division, ALANTRA manages over €4bn in assets and serves more than 80 institutional clients. The wealth management team advises over 450 high-net-worth individuals. In Frankfurt we offer M&A advisory and Debt Advisory/-restructuring.

ALANTRA's Frankfurt office is seeking a **Working Student** (m/f/x) for a April/May 2019 start date.

14-20 hours per week, **evening shift**. The position is mainly 5.00 – 9:00 pm at 4 days a week.

Details

Support of our team in the following activities:

- Receptionist-related tasks (customer reception and services, preparation of conference rooms for meetings etc.)
- General administrative tasks, as needed, including filing, data entry, etc.
- Travel arrangements (booking of flights, train, rental car) for the team

Requirements

- Excellent command of the German and English languages
- Good Microsoft Office skills, particularly Outlook, Word, Excel & Powerpoint
- Self motivated team player, who enjoys working in a dynamic team

To Apply

Please apply directly by sending your resume and cover letter via email to:

Nina Höfels

T: +49 69 977 886-0

applications.germany@alantra.com

ALANTRA Deutschland GmbH

Taunusanlage 15

60325 Frankfurt am Main

www.alantra.com

Einsatzort:

Taunusanlage 15

60325 Frankfurt am Main