



Join our successful team in Munich as a Working Student in Office Management!

Lincoln International is a leading international and independent mid-market Investment Bank with over 850 employees in 20 offices worldwide. We advise public and private corporations, private equity as well private individuals on Mergers & Acquisitions, Debt Raising and Restructuring. With our origins in Chicago, Lincoln International is today the fastest growing global mid-market Investment Bank.

Locally in Germany, Lincoln International employs just under 100 employees.

Our compact office in Munich fulfills the purpose of serving clients and investors in Southern Germany.

Duties & Responsibilities

The Working student position primarily supports the General office management activities (e.g. appointment management, procurement of office supplies, reception of customers and colleagues, processing the daily incoming mail).

The role will be an excellent move for students wanting to get to know a Business Administrative Function within a Financial Services and Investment Banking context, working in flexible set-up, which allows having some freedom to also spend time on university preparation of exams and course works.

You are:

- Enrolled in a Bachelor / Master degree program, in the field of Business Administration, Psychology or similar
- Available for 20 hours per week, ideally on 4 days or more, for at least 9-12 months
- Fluent in German and English
- Confident and comfortable working in a highly professional and fast-moving environment
- Outgoing in nature, connecting easily with colleagues and other stakeholders

You have:

- Some first some customers-related and administrative experience
- Interest in HR-related administrative topics such as Learning & Development and Recruiting
- A hands-on and can-do attitude with a service mentality
- A flexible, curious and agile mind
- Good communication and organizational skills
- Good knowledge of MS-Office
- A great sense of humour
- Independent, responsible approach to work and solution-oriented action
- Reliability and discretion

Why Lincoln International?

- We are a successful and continuously growing Financial Services firm with people at its core. This set up offers the unique opportunity to acquire and expand hands-on practical secretarial experience and have a tangible impact within this professional, interesting and international context
- Be part of a culture characterized by collaboration, an entrepreneurial mindset, flat hierarchies and a great team spirit
- To learn more about our culture, careers and people, visit our website <https://www.lincolninternational.com/careers-and-culture/life-at-lincoln/>

We look forward to receiving your covering letter, CV and relevant supporting documentation, along with your weekly availability and duration and of course to getting to know you!

Apply here: <https://lincoln-international-ag.jobs.personio.de/job/1019685?display=en>

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