

ngena is a global alliance of service providers that will provide international telecommunication network services for corporate customers. ngena stands for “Next Generation Enterprise Network Alliance” and enables its partners to share their telco networks and offer services on a global basis. ngena GmbH is an independent company that is funded by leading global telco companies such as Deutsche Telekom AG.

Working Student HR & Administration (m/f)

Have you ever experienced the excitement of a global operating, path driving start-up company? If not - come to ngena and take the chance to work in a multinational team and state of the art working environment in Frankfurt.

Your responsibilities

Human Resources

- Support in recruiting activities especially in job ads, recruiting mail inbox, communication with applicants
- Participation in projects on HR processes and tools (e.g. introduction of new HR system)
- General HR administration work and support in ad-hoc requests
- Information and data management such as the recording of leave and sick days
- Processing of travel reimbursement claims of applicants and employees

Administration

- Processing and filing of contracts and other (legal) documents
- Translation of documents (German-English)
- Support in intranet management (structuring, documentation, maintenance)
- Organization and support in company events

Your profile

- Currently enrolled in a German university (ideally in business related studies)
- First working experience from internships / student jobs of advantage
- Fluent in English; German would be a plus
- Proficient in MS Office (Word, Excel, PowerPoint)
- Team player with high motivation and willingness to learn
- Flexible and hands-on attitude
- Attention to detail, well organized and structured way of working
- Willingness to work 16 hours (2 days) per week

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We are looking forward to getting to know you!

If you are interested in this challenge, please send us your complete application via email to myfuture@ngena.net