



Work student opportunity in our Frankfurt office

We are currently seeking two work students for our Frankfurt office (up to 20hrs per week) as soon as possible.

Main Function 1:

- Provide backup and support to the Corporate Banking assistants Frankfurt
- Handling customer routine enquiries
- Handling travel/entertainment expense claims
- Handling Events and Marketing topics
- Taking responsibility for other routine or special duties as appropriate

Main Function 2:

- Supporting project work for Brexit and other internal projects
- Supporting Relationship Directors on their daily work, preparation of client meetings, Compliance topics, Know Your Customer process
- Collecting client information (via Internet etc.)
- Taking responsibility of other routine or special duties as appropriate

Personal Requirements

- Good educational background
- Ideally experienced with administrative/support tasks
- Proficiency in using the standard MS Office software packages
- Excellent communication skills in German/English (written and oral fluent)
- Flexibility and good organisational talent
- Highly motivated and able to work in a team
- Client and service orientated
- Banking knowledge in regards to legal topics as well as Compliance

Application process

To apply for the position, please send your CV and motivation letter to joinus-frankfurt@barclays.com

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