

Date: 19 November 2018

Open Position

Intern / Working Student: Talent Management – in Munich / Greater Munich

You want to be challenged and you want to start and grow in your career faster than others. Then we need your support in our DX-Marketing team! As a "Team Assistant (m / f / d) Marketing" you'll help our marketing department identify and exploit opportunities to improve DX-Labtracks online presence (website, blog and social media). Your goal is to expand our reach and deliver pinpointed messages to strengthen our product and brand awareness. You have no special expertise for these areas? Do not worry! With us "Learning by doing" - you will be informed in detail about your activities and always have a contact person for questions and support at your side. You take over the following tasks:

Your Tasks

- You will support us in all tasks, especially application management and active sourcing
- You will help to create job advertisements, disseminate them online and offline and track the KPIs of our career website
- You coordinate appointments and actively accompany job interviews
- You maintain our personnel files and databases and thus ensure impeccable data quality
- You will support our HR department in communicating with authorities, health insurance companies and external service providers on HR-relevant topics
- You will be responsible for the planning, implementation and follow-up of events such as career fairs, job application days in cooperation with our talent and marketing expert

Requirements

- Enrolled student (m/f/d) in the field of Economics, (Economic) Psychology, Social Sciences or comparable
- A positive charisma and a self-confident approach to people are what make you stand out.
- Systematic, discrete and reliable working with personal data
- Great team and communication skills
- First experiences in the personnel area through internships are desirable
- Very good written and spoken German and English skills

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About us

We want to change and disrupt diagnostic decision making. We are fast growing open minded, enthusiastic, hands on industry startup based in Munich. DX-Labtrack has a proven record of excellency. Our industry-partners are world-leaders in their fields. We cooperate with outstanding universities, research organisations and clusters all around the globe. It is our philosophy to always work with the best. Thus if you have set yourself the goal to create something unique, transform and disrupt industry and work with the smartest people and the best partners possible, DX-Labtrack is your sweet spot.

Why DX-Labtrack

- Forward - We are rapidly growing and offer plenty of opportunities for personal & professional development
- Flexible - We support you in achieving your best performance through your individual work-life-balance
- Connections - We bring you in contact with excellent networks, partners and make your name known in industry and the startup scene
- Mentorship - We do not leave you alone. If you are new in the job, we will provide you mentorship either from experienced colleagues or from outside experts
- Hands-On - We talk, we decide and we perform. With us you will apply your knowledge and gain practical know-how in your field and far beyond
- Professional growth - it is most important for us that you expand your knowledge. So we will make sure that your learning curve is skyrocketing
- Team - DX-Labtrack is a group of great individuals that perform in a team. We do not treat you as a number in the system, with us you have a name and a personality

Apply now application@dx-labtrack.com