



TÜV Rheinland (India) Pvt. Ltd.

The TÜV Rheinland Group is a leading provider of technical services worldwide. Founded in 1872 and headquartered in Cologne, the Group employs over 19.000 people in 500 locations in 69 countries. It generates annual revenues of more than € 1.73 billion. The Group's mission and guiding principle is to achieve sustained development of safety and quality in order to meet the challenges arising from the interaction between man, technology and the environment.

Established in 1996, TÜV Rheinland (India) Pvt. Ltd, continues to push the boundaries of the fast growing domestic Testing, Inspection and Certification (TIC) market. With over 900 employees and a presence in over 100 locations in India, TÜV Rheinland is striving to reach its long-term goal to be one of the three largest providers of TIC services in India.

In order to do this, we will give you the chance to work in an international environment and make use of the creative and practical knowledge you gained at university. Therefore we are looking for an

Internship Trainee - Executive Assistant to the Managing Director

Your tasks:

- Be responsible for internal projects, develop and establish of new processes supported by the SAP ERP-system
- Work in direct reporting relationship with the Managing Director (CEO)
- Get an insight of how an international organization is run and be a proactive member of the strategy development team
- Other relevant management projects

Your profile:

- Student of a Bachelor or Master's degree with specialization in Business Administration, Economics, Management or comparable studies
- Proficient in MS Word, Excel, PowerPoint and basic knowledge of ERP-Systems
- Strong analytical and critical thinking skills
- Strong ability to work independently and be self-directed on project work
- Good written and verbal communication in English and high proficiency in German is a must

Additional information:

- Start of training tentatively on 1st March 2016
- The internship will be at our Corporate Headquarters in Bangalore, India
- It will be fulltime over a period of 6 months
- Further details will be discussed during the interview

Write to **Ekaterina Bazhenova**, E-Mail: Ekaterina.Bazhenova@ind.tuv.com

Application deadline: 31.12.2015

For additional information, please visit our website: <http://www.tuv.com/en/india/home.jsp>