



## Work student opportunity in our Frankfurt office

We are currently seeking a work student for our Frankfurt office (up to 20h per week) as soon as possible.

### Main Function

- Support legal/ documentation department in the archiving process (including scanning and filing of relevant documents)
- Handling of simple documentation issues (e.g. preparing data for mail merge letters)
- Taking responsibility of other routine or special duties as appropriate

### Person 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
- Team and service orientated

### Application process

To apply for the position, please send your CV and motivation letter to [joinus-frankfurt@barclays.com](mailto:joinus-frankfurt@barclays.com)