



**Company.** Deutsche Vermögensberatung AG

**Location.** Wentorf bei Hamburg, Hamburg, Germany

**Start.** To be confirmed 2020

**Duration:** 3 months

**Working language:** Mainly German and good knowledge of English

**Company's description:** DVAG is the leader in Germany in the all-finance services sector. A team of advisors that cooperates with most renowned financial institutions. The DVAG has its own system of constant employee training in 11 cities in Germany and 3 cities in Austria. The company operates in Germany, Austria and Switzerland.

We specialize in service in the complex areas of insurance, finance and banking. The organization and optimization of private financial situation in comparison with individual customer needs is our priority. We advise in choosing the appropriate insurance system for companies and advise start-up businesses in Germany.

**Type of offer:** Traineeship and practical training

**Duties:** During the traineeship you will get to know the principles of the German financial market, current law and labor market. One of the main duties will be looking into and taking care of a proper relationship between our business partners, banks and the Deutsche Vermögensberatung Company.

**Requirements:** We require students who are fluent in German B2/C1 and English. It would be valued if you also know any of the language spoken in East-European countries. We privilege Economic studies such as banking, finance, marketing, management, financial services, insurance, international affairs and law.

**Other requirements:** knowledge of corporate ethics, businesslike appearance, IT skills, politeness, flexibility, good communication skills, good organization skills, independency and commitment, self-motivation, easiness to make contacts.

**As a trainee with us you will:**

- Get to know the structure of an advisory company.
- Familiarize with the management strategies in an advisory company.
- Acquaint with the regulations of the German financial and labor market.
- Do translations of company forms into English- help the trainer with English documents.
- Organize/Clean of Customer records in reunification of households.
- Get to know the regulations of setting up a business activity in Germany and implementing consultancy init.
- Do the ordinary maintenance of customer document in the DVAG Cloud.
- Familiarize with the management strategies in an advisory company.
- Acquaint with the basic knowledge concerning corporate, tax and labor law.
- Get involved in all the issues around bank account and credit services.
- Cooperate within the market analysis connected with service provided by the advisory company, client needs analysis, market segmentation.
- Habituate with the current administrative systems and the workflow.

**More information about us:** <https://www.dvag.de/leszek-jan.olejniczak/index.html>

**Curriculum Vitae and a cover letter must be sent to:** [liedeke.heijning-schrader@dvag.de](mailto:liedeke.heijning-schrader@dvag.de)

**CV should be written in the Europass standard:** <http://europass.cedefop.europa.eu/>