

the future at work

Human Resources, Communication & Branding Internship Opportunities

About Credit Suisse

Credit Suisse is a leading wealth manager with strong investment banking capabilities and strong presence in our home market Switzerland. We seek to follow a balanced approach to wealth management, aiming to capitalize on the large pool of wealth within mature markets as well as the significant growth in wealth in Asia Pacific and other emerging markets.

Founded in 1856, we today have a global reach with operations in over 50 countries and 46,640 employees from over 150 different nations.

About Human Resources Service Center

The Human Resources Service Center Wroclaw provides the bank's employees around the world with a diverse global portfolio of HR services and products.

We offer world-class HR assistance in multiple areas such as, HR applications, advisory capabilities, as well as global reporting services. We also provide technical assistance in HR system-related difficulties.

Our services are available for all German, English, Italian and French-speaking employees in Switzerland, and span the entire HR life cycle. We carry out administrative work relating to HR processes in Switzerland and are responsible for data maintenance for EMEA.

We offer internships in the following areas:

Contact Center, System Support Group, Interview Scheduling, Background Screening, Recruiting, Onboarding, Employee Data Team, Transfer Team, Workforce Reporting, Payroll & Benefits, Core Compensation, Time & Attendance, Talent Reviews & Promotion, Offboarding and Reference Letters.
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About the Program

Our 3-month internship program will provide you with HR training, as well as practical experience, supported through mentoring. We will evaluate your preferences prior to your start date and take them into consideration when making desk allocation decisions.

During your internship you will have the opportunity to get to know various HR areas and develop expertise in HR client service. You will be supervised by an internal trainer who will introduce you to the respective HR processes, tools and applications. Your language skills will be utilized in direct client contact on a daily basis.

The program also offers opportunities to meet with senior managers, colleagues and peers at all levels across the HR Service Center. You will gain insights into the bank and its culture, as well as the opportunity to build a professional network.

Your managers will work with you on an objective and review process, providing structure to your placement including an outline of requirements and goals. This practice also gives us a tangible framework for assessing you for a full-time graduate position after your graduation. The internship is our core hiring channel for our full-time specialist class.

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What We Look For

While our employees have a wide range of experience and interests, they share an intellectual curiosity, a desire to achieve and a pattern of excellence and achievement.

Whatever your background, you will need to be:

- Customer-focused and service-oriented
- Well-organized and able to correctly prioritize and multitask
- Deadline-driven and detail-oriented
- Team-focused and reliable
- A good communicator in English plus one of the following:
German, Italian, French
- Available 30-40 hours per week
- Graduate 2018

If you are interested in receiving information or applying for an Internship, please contact your Campus Recruiter:

anna.korynek@credit-suisse.com

Europe, Middle East & Africa (EMEA)



How To Apply

Please visit our website credit-suisse.com/wroclawcareers to apply. Select '**Students and Graduates Programs,**' then '**Online Application,**' then '**2018 Industrial Attachment, Off-Cycle, Autumn Programs**' and then click on '**Apply**'. Then, log in with your username and password, or register under '**New Users.**' Once you are in the online application, select the year '**2018**' as well as the program called '**Off-Cycle Internship**'. The position is '**Analyst**', the location is '**Wroclaw**' and the department is "**Human Resources, Communication and Branding**".