



arvato Financial Solutions

arvato Financial Solutions is a global financial service provider and part of Bertelsmann SE & Co. KGaA as a subsidiary of arvato AG. The company has around 7,000 employees in 22 countries, including a strong presence in Europe, America and Asia, and offers a range of flexible full-service solutions and products for the value-oriented management of customer relationships and cash flow management. arvato Financial Solutions is synonymous with professional outsourcing services (Finance BPO) centering on cash flow in all phases of the customer lifecycle – from risk management, pay after delivery payment services and products (AfterPay) to debtor and collections management. As part of this, we focus on minimizing default rates and optimizing conversion rates in the business initiation phase and during the collection process.

As a financial solutions provider we serve almost 10,000 customers, including those from the key industries of trade/e-commerce, telecommunications, insurance, health and the credit services sector, and thereby rank third in Europe among the integrated financial services providers. Financial services from a single source. Professional. Reliable. Efficient.

We are currently seeking an

Intern Assistant to the Management Director (m/w)

for our collection entity in Heerenveen, the Netherlands

Job description

- Support the Managing Director in daily business activities
- Conduct market studies and analyses
- Be involved in individual projects
- Create sales presentations
- Optimize existing processes
- Organization, planning and documentation of (Board) meetings

Your profile

You should...

- Be interested in the finance sector and eager to learn
- Have creative impulses and come up with ideas on how to improve current workflows
- Apply and involve yourself in the daily business
- Be a good team player and have excellent communication skills
- Have good English skills to communicate with the international project team
- Dutch skills are optional, however will greatly improve the communication with most of our employees.
- German skills are a plus

We offer you

A cooperative partnership. A start-up atmosphere in our Dutch business. Quality is our ambition, commitment and creativity are our driving forces, finding solutions is our business – you demand, we deliver. We are people who do not just do a job – we are people who get involved and play a part, with competence and pleasure. Through this we create jobs that are valuable - in every respect.

Duration:

Placement: 5 - 6 months

Do you feel like you have what it takes? Then we look forward to receiving your convincing application and to get to know you.

For more information, please visit our Web Site:

<http://www.finance.arvato.com>

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