

Working Student Office and HR Headoffice Munich

CARFAX Europe GmbH provides trusted information that helps millions of people to shop, buy, own and sell used cars with more confidence. Our flagship service is our Vehicle History Report, a curriculum vitae for used vehicles to solve the asymmetric information problem in the used car market. Our customers get access to an extensive multinational database consisting of +27 billion historical records related to over 1 billion cars in +20 countries across Europe and North America.

Today, we are a team of 100+ people in six European countries – while retaining a start-up feeling including flat hierarchies and flexible decision-making processes. We are looking for a working student (f/m/d) to support our team in international HR work, especially in administration and office management. **CARFAX is a great place to work – support us on the way to become the very best environment to work at!**

Your tasks:

- Supporting the HR team in daily operative tasks and ensuring smooth processes in our office by
 - taking care of postage and deliveries
 - keeping track on office supply
 - managing giveaways and newbie packages
 - coordinating the Onboarding Week for new employees
 - posting and managing job vacancies to websites and portals
 - taking over tasks in administrative employee and document management
- Assistance in the organization of employee events (hike days, office events, digital meet-ups,...)
- Supporting diverse ad-hoc projects like surveys, compliance optimization and many more!

Your profile:

- Enrollment as a full-time student for at least one more year
- Excellent verbal and written language skills in English and German
- Willingness to support us on-site at the Munich office at least 2 times a week
- Knowledge of the MS Office stack: Word, Outlook, Excel, PowerPoint
- Great interpersonal and communication skills
- A very detail-oriented working style, high sense of responsibility and proactivity
- First experience with working in an office environment is an advantage

What we have to offer:

- A very pleasant atmosphere in an international team (24 nationalities) - we work together, we win together, no jerks allowed!
- Great learning opportunities, insights and the possibility to actively contribute your own ideas in our small, closely collaborating HR Team. We are happy to introduce you to HR topics of your interest and give room for own ideas and projects
- While having a beautiful office in the center of Munich, we offer flexible and remote working options
- Great team events, such as Hike Days, Oktoberfest, Pub Quizzes and Sportive Championships

Are you ready to disrupt the way Europeans buy and sell used cars?
If so, take a detour from the daily grind and apply by sending your CV to career@carfax.eu
including your CV and earliest possible starting date!

A Fair Used Car Market For Everyone.