

With a workforce of approximately 6.100 and a total balance sheet of around EUR 200 billion, Helaba (Landesbank Hessen-Thüringen) is among the leading banks in Germany.

Helaba offers financial services to companies, banks, institutional investors and the public sector, both within Germany and worldwide.

Above and beyond its activities in the financial sector, Helaba is also involved in various projects to support culture, education, the environment, sport and social issues.

Helaba operates from its headquarters in Frankfurt am Main and Erfurt, while it maintains branches in other relevant cities in Germany. On an international level, the bank acts through branches and representative offices in Dublin, London, Madrid, Moscow, New York, Paris, Shanghai, Singapore, Stockholm and São Paulo.

The office of Helaba in São Paulo is expanding its operation and therefore looking for the following professional:

### **Position**

**Internship/ Trainee in Sales & Administration**

### **Job description**

- Assist in business promotion in all products and serve customers of Helaba Group as defined by the business strategy.
- Preparing basic economic and political research.
- Assist in checking client background and providing credit information.
- Relationship management with customers and financial institutions.
- Elaboration of business and visiting reports.
- Assist Chief Representative in the management and follow up of ongoing transactions.

### **Required qualifications**

- Enrolled in a university training course.
- Basic understanding of economic and business contexts.
- Team player, friendly and structure thinking.
- Open minded, flexible and good communication skills.
- Languages: Portuguese (native speaker), English upper intermediate (also writing). German (written and spoken) will be a differential.

### **Contact and submission of résumé**

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