DÜSSELDORF, GERMANY
Internship Executive Assistant to the CEO

HENKEL IS FOR THOSE WHO STEP UP. DO YOU?

At Henkel, you can make a difference and craft your career. That’s why you own your projects and take full responsibility from an early stage. Our unique brands in markets around the world open up countless opportunities to follow your convictions and explore new paths. If you have an entrepreneurial mindset that allows you to always think out of the box – take the chance and shape the digital future together with us.

YOUR ROLE
• Prepare strategic presentations and create keynote speeches
• Implement holistic CEO positioning initiatives
• Conceptualize internal communication measures
• Create preparatory documents for external board and committee meetings
• Provide 360° executive support in shaping the operative day-to-day agenda
• Shape actions to bring our Purposeful Growth Agenda to life
• Actively support a dynamic team as fully integrated member

YOUR SKILLS
• Student who has successfully passed first semesters of business-related studies with outstanding grades to date
• Relevant experiences e.g. through previous internships or a semester abroad
• Excellent language skills in English and German language
• Strong communication skills and affinity
• Open, proactive and creative mindset
• Eagerness to learn and willingness to closely contribute to a highly motivated team
• Internship duration is up to 6 months starting January 1st 2022
• Henkel is an equal opportunity employer. We evaluate qualified applicants without regard to gender, origin, culture, mindset, generation, disability, religion and sexual orientation

JOB ID: 21025741