

Morgan Stanley

What Will You Create?

Morgan Stanley is a leading global financial services firm providing a wide range of Investment banking, securities, investment management and wealth management services. The Firm's employees serve clients worldwide including corporations, governments and individuals from more than 1,300 offices in 43 countries.

As a market leader, the talent and passion of our people is critical to our success. Together, we share a common set of values rooted in integrity, excellence and strong team ethic. Morgan Stanley can provide a superior foundation for building a professional career - a place for people to learn, to achieve and grow. A philosophy that balances personal lifestyles, perspectives and needs is an important part of our culture.

We are currently looking for an
Office Administration Intern
to our Budapest Office

Position Summary

The purpose of the job is to maintain the smooth running of the site management team by providing administrative support.

Tasks:

- Provide general administrative support to the site management team and senior management (calendar management, meeting agenda, office supplies, travel and visitor arrangements, invoices, reports etc.)
- Liaison with Morgan Stanley offices - including London, New York and Mumbai - regarding calendar management, travel arrangements
- Assist in the organization of office events and the coordination of office wide committees
- Assist in internal and external communication, partnerships and PR activities

Skills Required:

- Proficient in English written and spoken
- Strong communication and organizational skills, creative-thinking
- Strong computer knowledge Word, Excel, PowerPoint, Outlook
- Sense of initiative, capacity for hard work
- Ability to prioritise, drive and manage multiple projects at the same time
- Accuracy, ability to meet deadlines
- Ability to work in multicultural and multidisciplinary teams as well as independently and under pressure

For more information and to apply, please visit our website and upload your English CV [here](#).