



Morgan Stanley

What Will You Create?

Morgan Stanley is a global financial services firm and a market leader in investment banking, securities, investment management and wealth management services. With more than 1,300 offices in 43 countries, the people of Morgan Stanley are dedicated to providing our clients the finest thinking, products and services to help them achieve even the most challenging goals.

We are currently looking for a
Training Administration Intern
to support the Talent Development Team in Budapest.

Location: Budapest office

Start date: March/April 2018

Contract: 30/40 hours-a-week contract

Duration of program: 12 months

Responsibilities:

- Provide day-to-day administrative support to Talent Development team
- Maintenance of trainings in the learning system and databases
- Provide support in regular and ad-hoc training event organizing
- Handling day-to-day training related employee queries
- Participation in ad hoc HR projects

Requirements:

- Currently completing a Bachelor or Masters degree, HR related degree is an advantage
- Microsoft Office knowledge (especially Excel)
- Good command of English
- Excellent communication skills
- Attention to detail and organizational abilities
- Team-player

If you are interested in the opportunity, please click [here](#) and submit your English CV.

For more information, please visit our website: www.morganstanley.com/campus