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Resource planning assistant

Internship at Assurance department (St.Petersburg office) - vacancy for a student. We are offering an excellent opportunity for all outstanding students to start their career in Assurance department, to work in a warm and friendly atmosphere with high-level professionals.

Responsibilities:

- Coordination of resource planning process
- Staff search
- Reports preparation
- Administrative support to Resource planning specialist

Requirements:

- 2-3 years educated STUDENT, majoring in the field of HR/Economics/Psychology/ Linguistics
- Day-time form of education
- Extensive computer skills (Excel, Word)
- Excellent working knowledge of the English language: both verbal and written
- Proven team player with good communication skills
- Ability to work Part-time (20 hours per week)

Conditions:

- Flexible hours
- Excellent career opportunities
- We offer unique training and development programs

Great opportunity to use experience of multinational company

Please send your resume to valeria.sarnavskaya@ru.pwc.com.

