

LG Energy Solution leads the future eco-friendly energy industry by developing distinguished materials and next-generation batteries. As an international chemical-based battery company, we are leading the global lithium-ion battery market based on distinguished materials technology. We have become a global player in the EV and energy storage system (ESS) battery sector. And based on our unparalleled technologies, we are actively developing new products and procuring global battery production capacities to enhance our dominance in the next-generation energy market.

For our growing European subsidiary LG Energy Solution Europe GmbH in Sulzbach (Taunus), we offer the following internship position for a duration of 6 months:

Internship: Assistant in General Affairs (m/f/d)

Primary Job Responsibilities:

- General office management: reception, mail, organization of office expansion, ordering office supplies, contact person for all office-related matters, management of invoices & mobile phone contracts
- Support in planning company events
- Support for expatriates: support with the relocation process, assistance with administrative procedures
- Support in the management of company cars
- Configuration of access cards and preparation of office materials for our employees
- Support of managers and teams so that day-to-day business runs smoothly

Professional and Personal Competences:

- Study in the field of business administration, economics or another comparable field of study
- Good user knowledge of common MS Office programs (especially Excel)
- Structured, independent and proactive way of working
- Ability to work in a team, strong organizational skills, enjoyment of efficient optimization and implementation of processes
- Fluent German and English skills, Korean language skills are an advantage

Our Offer:

We offer you a challenging, interesting and varied internship in a modern, fast growing, international corporation. You can expect a collegial working environment with flat hierarchies and reasonable scope for action. You will receive exciting personal and professional development opportunities. In addition to your monthly salary you will receive food vouchers and daily breakfast provided in our office.

Interested?

If you would like to accept this interesting challenge and want to gain valuable experience in the field of General Affairs, we will be happy to receive your complete application documents in English, including your earliest possible starting date via our [online job portal](#).

We are looking forward to getting to know you!

LG Energy Solution Europe GmbH

HR – Recruiting Team

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