

LG Energy Solution is one of the world's largest lithium-ion battery manufacturers for automotive applications, home battery and grid-scale batteries that exhibit the highest levels of safety, performance and reliability. Our advanced battery technology is the product of over 25 years of experience in the development and production of mobile batteries and large format batteries for automotive and energy storage systems. LG Energy Solution's commitment to technology leadership coupled with efficient and high-quality manufacturing processes, secure our market leading position.

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 responsible and varied internship at a modern, fast-growing international corporation. You can expect a collegial work environment with flat hierarchies and reasonable scope for action and decision-making. Other advantages include our flexible work hours and daily breakfast, as well as additional food vouchers.

Interested?

If you would like to accept this interesting challenge, we are looking forward to receiving your complete application documents in German or English stating your earliest possible starting date via our [online application form](#).

We are looking forward to getting to know you!

LG Energy Solution Europe GmbH

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 **LG Energy Solution**
Europe GmbH