



We are searching for our new trainee:

Personal Assistant and Business Manager to Sectors

ING Bank N.V. Hungary Branch has been providing financial services to large companies in Hungary since 1991. ING is a global bank with a strong European base. Our more than 60,000 employees serve around 37 million customers, corporate clients and financial institutions in over 40 countries. Our purpose is to empower people to stay a step ahead in life and in business. ING is a market leader in sustainability and wants to play an active role in stopping climate change. We finance a lot of sustainable activities, but we still finance more that's not. See how we're progressing on ing.com/climate.

Tasks:

Administrative support:

- Manage the sector heads' agenda, scheduling, and coordination with internal and external stakeholders.
- Arrange internal and external meetings, ensuring all logistics are handled efficiently.
- In coordination with sector teams, ensure comprehensive support for meeting preparations, including materials, briefings, and follow-up.
- Handle travel arrangements, itineraries, and expense reporting.
- Support the organization and execution of team events and visits from global senior management.
- Support the work of the sector teams.

Business Management Support:

- In coordination with sector teams to ensure preparation of client briefing notes in a timely manner and compile minutes following client meetings.
- Coordinate with teams to create presentations, management reports, and other essential documents.
- Support in aligning internal teams on projects and deliverables for strategic priorities.
- Act as a liaison between the sectors and other departments to ensure clear communication and timely execution



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Skills:

- Exceptional attention to detail, with the ability to prioritize and manage multiple tasks simultaneously.
- Excellent interpersonal and organizational skills, disciplined for follow-up.
- A proactive, “can-do” attitude with the ability to address challenges creatively and efficiently.
- Strong ability to build relationships and work collaboratively across diverse teams.
- Ability to work independently and with professional discretion.
- Excellent writing, editing, grammatical, organizational, and research skills.

Advantages:

- Understanding of Wholesale Banking business.
- Proven track record in managing complex tasks, multi stakeholders and delivering in a timely fashion.
- Experience in preparing presentations, reports, and client briefings.
- Familiarity with managing executive-level schedules and interactions.

Requirements:

- Ongoing university studies
- Eligibility to work in min. 30 hours per week
- Fluent in English, both written and spoken

What we offer:

- Multinational environment, international corporation and a diversity of cultures
- Modern, pleasant work atmosphere, flexible hybrid way of working, great technical equipment for home office as well
- We treat each others as partners, age makes no difference for us
- We deliver responsible job and look for challenges
- Areas are interoperable, we provide personal and professional development opportunities
- We offer competitive compensation, various benefits, with a focus on wellbeing
- Competitive trainee salary

If you are an organized, resourceful, and proactive individual with a passion for supporting executive leadership, we encourage you to apply for this exciting opportunity!

How to apply:

Please send your CV in English to the following email address ingbank.jobs.hu@ing.com



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