CAREER OPPORTUNITY

Working Student

Human Resources (m/f/d)

LOCATION	HOURS	CONTRACT TERM	SALARY
Düsseldorf	max. 19 hrs/week	6 months, with option to extend	€16 / hour

Your team

Our Human Resources Department supports managers and employees at our Düsseldorf location, including colleagues with local employment contracts and international assignees. We manage a broad range of HR topics, from payroll, employment contracts and visa matters to training, development opportunities and annual salary review processes.

Our work combines reliable day-to-day HR support with international coordination. We regularly collaborate with colleagues in other Mitsui offices, including London and Tokyo. At the same time, we are modernising our HR operations by implementing AI-enabled processes and digital solutions to make our work more efficient and user-friendly.

Your tasks

- Supporting administrative HR processes throughout the entire employee lifecycle, from onboarding to offboarding
- Preparing employment contracts, contract amendments and other HR-related documents
- Maintaining and managing electronic personnel files
- Supporting recruitment activities, including the creation and publication of job advertisements, initial screening of applications and candidate correspondence
- Assisting with data maintenance in our time management system
- Supporting the preparation of employee communications as well as the maintenance and updating of HR information pages on the intranet
- Contributing to smaller HR projects and process improvement initiatives
- Researching new ideas and trends to support the development of modern and AI-enabled HR practices

Your qualifications

- Currently enrolled in a degree programme in Business Administration, Social Sciences, Psychology, Human Resources or a comparable field of study
- Initial practical experience through internships, working student positions or similar activities in HR or a comparable commercial environment is an advantage
- Excellent German and good English language skills, both written and spoken
- Confident user of Microsoft 365 applications, particularly Word, PowerPoint and Excel; initial exposure to Microsoft Copilot is desirable
- Strong communication skills and a friendly, professional manner
- Careful, structured and reliable working style
- High level of discretion when handling confidential information
- Interest in working in an international environment

Your benefits at Mitsui

- Flexible working hours and flexible remote work (up to 1 day per week)
- Holiday and Christmas bonuses as well as meal allowance
- Mobility allowance (e.g. public transport, where no university-provided student ticket is available)
- Access to discounted fitness programmes and employee benefits
- Regular team events and company functions
- Fresh fruit, a table tennis table and a massage chair available in the office

About us

Mitsui & Co. is one of the world's leading trading and investment companies, with a global network spanning 62 countries and regions. Guided by our vision of **"Building brighter futures, everywhere"**, we develop and support businesses across a wide range of industries.

In Germany, our business activities focus particularly on **chemicals and plastics, steel, infrastructure projects and mobility**. From our Düsseldorf office, we work closely with customers, business partners and colleagues across our international network.

As a working student, you will support a specific department in its day-to-day business and contribute to clearly defined tasks and projects. This gives you the opportunity to apply your academic knowledge in practice, gain valuable professional experience and become part of an international working environment shaped by our guiding principle: **"Challenge and Innovation".**

HOW TO JOIN US

Send your application in English, including your CV, certificates, and – if available – references from internships or part-time jobs, via email. In addition, please briefly tell us why you would like to join Mitsui and what excites you about this position.

CONTACT:

Vanessa Marx | HR Specialist

RecruitingDUSAJ@mitsui.com

Job Ad – German

Job Ad – English