

CACEIS is the asset servicing banking group of Crédit Agricole dedicated to institutional and corporate clients. Through offices across Europe, North America and Asia, CACEIS offers a broad range of services covering execution, clearing, depository and custody, fund administration, middle office outsourcing, forex, securities lending, fund distribution support and issuer services.

With assets under custody of €2.5 trillion and assets under administration of €1.6 trillion, CACEIS is a European leader in asset servicing and one of the major players worldwide (figures as of 31 December 2016).

CACEIS wants to reinforce its HR Team, and is looking for his/her new:

HR DEVELOPMENT OFFICER M/F

<i>Company:</i>	CACEIS Investor Services, CACEIS Bank Germany Branch
<i>Reference of the job offer:</i>	Perspektiv2017-23033
<i>Type/Category:</i>	Human Resources
<i>Location:</i>	Munich, Germany
<i>Contract type:</i>	VIE Programme
<i>Fixed-term contract:</i>	24 months
<i>Expected start date:</i>	01/12/2017

JOB DESCRIPTION

The Human Resources Department in Caceis Bank S.A., Germany Branch is divided into two teams: HR Development (4 ppl) and a HR Consulting (4ppl) team.

The HR Development team is in charge of the training and development of the employees. The HR administration team is in charge of the recruitment and consulting.

The VIE will be part of the HR Development team and will be responsible for the following tasks:

- HR officer for the VIEs
 - Recruitment: defining the needs with the manager, conducting phone & face to face interviews
 - Integration: managing the relationship with Business France for the contract
 - Follow-Up: answering day to day questions
 - Coordination with the Group about various topics, such as budget follow-up
- Project Management:
 - Support the implementation of HR Group actions in the company
 - Improvement of the VIE program within the company
 - Continuous improvement of internal processes and tools within the HR Department



- Controlling
 - Support the end year processes: Appraisal, Wage Review, Yearly Social Report...
 - Support the Compensation survey (McLagan methodology)
 - Support for any non-above mentioned topic involving the HR Development team

This list is non-exhaustive and will be adjusted regarding the profile and HR affinity of the VIE.

PROFILE

- Minimal education level: Postgraduate degree – MA/MSc/PhD/Doctorate or equivalent
- Academic qualification: Business School, University.
 - Specialization: Master in Human Resources Management
- Level of minimal experience: 0 – 2 years
 - Experience: Project management would be a plus
- Required skills: Hard skills
 - High solution orientation mindset
 - Strong analytical skills
 - Pro-active and polyvalent
- Required skills: Soft skills
 - Strong customer orientation
 - Excellent interpersonal and communication skills
 - Resilience and team spirit
- Technical skills required: High level of expertise with Microsoft Office (especially in Excel)
- Languages:
 - English: fluent
 - German: intermediate
 - French: would be a plus

FURTHER INFORMATION

- *Contract*: V.I.E. (Volontariat International en Entreprise)

The VIE contract in short: According Business France's eligibility conditions, the Volontariat International en Entreprise (VIE) is an assignment in a French company operating overseas for professionals between the age of 18 and 28 who are European Union nationals.

To apply, you need to meet the conditions mentioned above. If not, your application will not be selected. If you are eligible, join your CV and a cover letter in English – and mention: your age and



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nationality. For further information about the eligibility conditions to this programme, we invite you to go to Business France website: www.civiweb.com.

- Should you be interested in this position, please send your full application details using this link: <https://www.groupecreditagricole.jobs/Les-offres-du-groupe-credit-agricole-S.A/?offerId=23033&idOrigine=502&LCID=2057>

Important: Please mention the reference « **Perspektiv2017-23033** »

For any question, please contact us using the details below:

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