



V.I.E Communications Assistant (all gender)

Munich

Reference Number: 2025-3039

#weareALTEN - the home of forward thinkers

Wir sind die Gestalter von heute für die Welt von morgen.

Als einer der weltweit führenden Entwicklungsdienstleister setzen wir uns bei ALTEN dafür ein, die Zukunft unserer Partner, die Karrieren unserer Mitarbeiter und die Herausforderungen für unsere Gesellschaft und Umwelt positiv zu gestalten.

Mehr als 50.000 Mitarbeiter in 30 Ländern arbeiten schon heute an innovativen Lösungen in verschiedenen Ingenieur- und IT-Branchen wie Automobil, Luft- und Raumfahrt, erneuerbare Energien, Medizintechnik und Bahntechnik.

A home where people learn and thrive

- Talent Management – we support your professional development and growth
- Language Skills – improve your German and English in your daily work or via online courses
- Work-Life Balance – flexible working hours and mobile working possible
- A to Z – Private International Health Care
- Your future – possibility of permanent employment with ALTEN worldwide

...in addition, we offer corporate benefits and team events

Make it happen

YOU...

- support the planning, organization, and coordination of ALTEN events, both live and digital
- prepare budgets and cost estimations for assigned projects, monitor expenses, and analyze event performance
- coordinate with suppliers and partners to ensure smooth and flawless event execution
- collaborate closely with the Communications team to implement the Editorial Calendar
- develop and publish content across multiple platforms including Social Media, Intranet, and Website
- design and produce graphic content for print and digital media

Be our forward thinker

YOU...

- fulfill the general V.I.E program requirements (EU graduate, aged between 18 and 28 years)
- hold a degree in Marketing, Communications, or a related field
- ideally have experience with Adobe Creative Suite and WordPress
- have excellent communication and writing skills
- possess a creative mindset with the ability to develop engaging content
- are detail-oriented with strong organizational and time management skills
- speak English and German fluently

We value diversity and therefore welcome all applications – regardless of gender, nationality, ethnic and social origin, religion/belief, disability, age, and sexual orientation and identity.

Severely disabled persons will be given preferential consideration if they are equally qualified.

Do you have any questions?

Then contact me: Krystyna Kedziorek (Tel: +49 711 49091781)

Or apply now using our online application form

Your contact person

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