**Labour Relations Intern**

**Job Description**

The European Works Council (EWC) is the representative body for Generali Group employee in Europe, with the main purpose to be informed and consulted on European transnational projects/initiatives/measures of the Group which have relevant interest for workers.

Within the Chief People & Organization Office Function, a specific team called “EWC Relations & Labour Network” was set up at the Generali Group Head Office to ensure a continuous dialogue between the Secretary, Deputy Secretary, European Work Council (EWC) Select Committee and the EWC plenary members.

Within this team, we are looking for a pragmatic, problem-solver and curious person.

**Key responsibilities** of the role will include the support on:

* Stakeholder management with all relevant collaborators, such as staff management, EWC Select Committee members, Internal Communications & Media Relations, Internal & External Service Providers
* Drafting internal news for company’s portal, supporting to video-making activities and interviews with management to disseminate outcomes of European Social Dialogue, and updating on regulations and topics of community and local labor law, mainly within the EU
* Logistical organization of meetings, both online and in presence
* Administrative support, such as expense reimbursements (e.g. for services provided during the meetings, business trips of EWC delegates)
* Contacts and correspondence with interpreters, functions, and offices of the hosting venues, as well as contacts with EWC representatives for managing their participation in the meetings: transfers, accommodations, and various needs related to participation.

**Requirements**

* Our ideal candidate will meet the following requirements:
* Bachelor’s or Master’s degree in Administrative, Communication, Political Sciences or Business Administration
* Fluency in written and spoken English. A second foreign language will be considered a plus (e.g. French, German, Spanish)
* Proficiency in Microsoft Office Suite (Outlook, Excel, Power Point, Word); other relevant software will be considered a plus
* Good numerical and analytical skills

Soft Skills:

* Ability to develop trustful relationship with external and internal stakeholders
* Good communication skills and interpersonal skills with the ability to effectively interact with key stakeholders
* Precision and attention to details
* Good organizational and time management skills
* Open-minded and creative approach

Company Profile

Generali Group Head Office is the guidelining unit of the Generali Group, one of the largest global insurance and asset management providers. Established in 1831, Generali is present in over 50 countries in the world, with a total premium income of € 82.5 billion in 2023. With around 82,000 employees serving 70 million customers, the Group has a leading position in Europe and a growing presence in Asia and Latin America. At the heart of Generali’s strategy is its Lifetime Partner commitment to customers, achieved through innovative and personalised solutions, best-in-class customer experience and its digitalised global distribution capabilities. The Group has fully embedded sustainability into all strategic choices, with the aim to create value for all stakeholders while building a fairer and more resilient society.