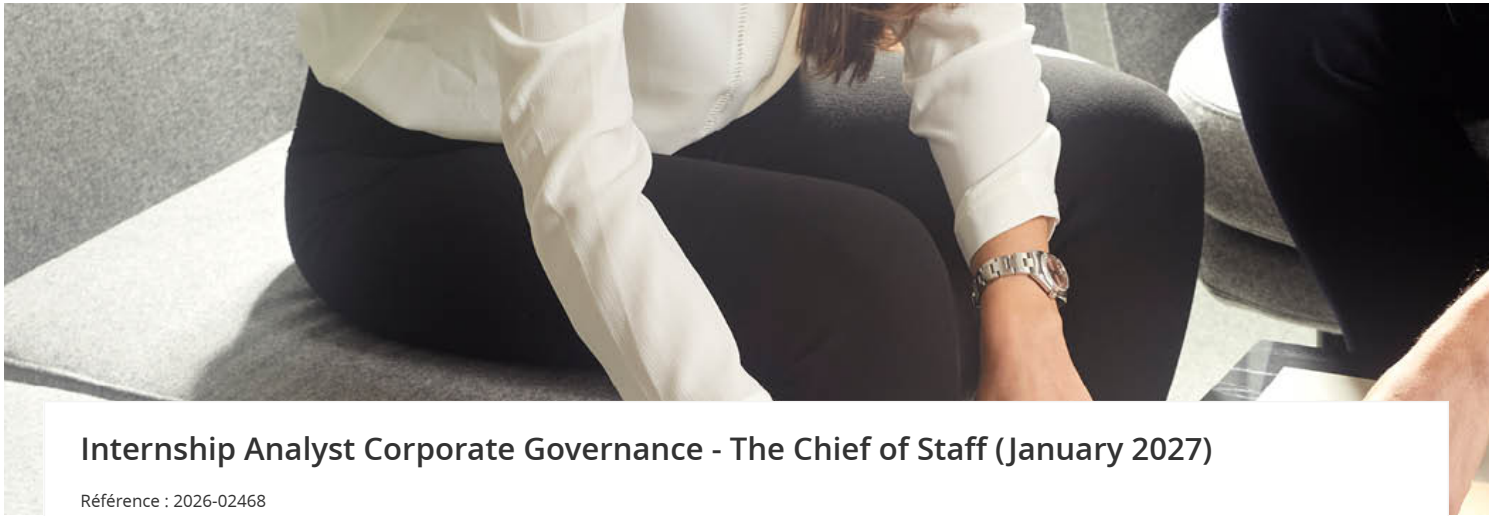




## Internship Analyst Corporate Governance - The Chief of Staff (January 2027)

Référence : 2026-02468

Stage

PARIS

Others

- |                                |                                                |
|--------------------------------|------------------------------------------------|
| ✓ Offre à la Une :             | ✓ Date de première publication : 24/08/2026    |
| ✓ Localisation : PARIS         | ✓ Domaine d'activité : Others                  |
| ✓ Type de contrat : Stage      | ✓ Durée du contrat : 6 mois                    |
| ✓ Date de début : Janvier 2027 | ✓ Lieu du poste : 12 boulevard de la madeleine |

## Activité

You will join the team of the Head of Corporate Governance and Chief of Staff to the General Partner, directly reporting to the General Partner.

Corporate Governance is in charge of aligning, organizing and running the sessions of the Management Board and several other Group-wide executive committees and boards. The department is also responsible for developing, implementing and maintaining the broader governance of the ODDO BHF Group.

The Chief of Staff ensures the strategic focus on key matters of the General Partner of ODDO BHF by prioritizing management time to major stakeholders and maintaining an overview over major initiatives across the Group.

## Descriptif du poste

In your role you will work closely with team members and colleagues across the Group, supporting predominantly the team in the following areas:

- Industry, company and executives research to prepare briefings for the General Partner and senior management
- Support the steering of key projects with Group-wide impact, with a particular focus on governance-related matters
- Coordination of interactions with regulatory bodies and internal stakeholders
- Organization of Group-representation in industry bodies and broader regulatory affairs
- Assistance in preparing Management Board meetings, including preparation of the agenda, review of supporting documentation and logistics.
- Preparing presentations, memos etc. for senior management on strategic initiatives
- Challenge the organization and processes of the team, notably in terms of tools

You can expect daily interactions with the Corporate Development and Communication teams.

## Profil et compétences recherchées

- Master Studies in Finance, Economics, Business Administration, Management, Public Affairs, or similar at a renowned university or business school (ideally Grande Ecole); legal/regulatory knowledge is a plus
- Strong written and oral English skills as well as French and/or German
- Understanding of financial services industry, ideally interest in regulatory environment
- Some experience in project management and briefing of management
- Open-minded, curious and eager to learn about and deep dive into new topics
- Outspoken with strong interpersonal skills
- Analytical and structured problem-solving skills
- Ability to work in a multi-cultural team with numerous and shifting priorities
- Good knowledge of MS Office

*This position is open to people with disabilities. We will support you during the recruitment process and once you have been recruited, to adapt and/or facilitate your life within the company. Do not hesitate to ask questions during the HR interview.*