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PRO-MARKET
POSDRU/161/2.1/G/140947

Oferte de stagii și internships respective angajare pentru studenții Pro-Market în Uniunea Europeană pentru luna **Noiembrie 2014**

Majoritatea ofertelor sunt oferte de internships platite pentru care sunt eligibili și studenții/ Majoritatea ofertelor sunt în Bruxelles.

În eventualitatea în care există studenți din grupul țintă Pro-Market interesați de a aplica echipa de implementare a proiectului Pro-Market vă stă la dispoziție pentru realizarea dosarului de candidatură (realizare CV, scrisoare de motivație, portofoliu de expertiză) respectiv consiliere pentru prezentarea la interviu.

ATENȚIE

Cunoasterea limbii engleze a devenit conditie obligatorie de angajare in companii multinationale !

Cunoasterea unei limbi rare asigura un spor de salariu in mediu cu 60% mai mare !



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Stagiaire Consultant Kellen Europe Brussels, Belgium

Kellen AGEP is the leading professional services firm dedicated to creating, managing and advising EU food trade associations and special interest groups.

Kellen AGEP is looking for a STAGIAIRE CONSULTANT.

Job description

The Stagiaire Consultant will have the opportunity to assist current association client teams in the food industry in Brussels.

He/she will contribute in areas such as:

- Research on EU food regulatory development of interest to Kellen AGEP and/or its clients;
- Drafting of reports and newsletters;
- Development of position papers;
- Assisting in association meetings' planning and organization;
- Updating of association databases (media, members, EU institution network).

Profile:

- Graduate in Law, Political Sciences, Communications or Business studies;
- Knowledge of or interest in the food industry;
- Be fluent in English (other European languages are an asset);
- Very good writing, communicative and presentational skills;
- Self-starter who can work independently, show curiosity and analytical skills and cope with deadlines;
- An excellent team-player, with an interest in EU policy;
- Strong IT skills (Word, Excel, PowerPoint, internet);
- Experience in European Affairs and communications would be an asset.

We offer:

- A six months internship in a multicultural environment;
- A valuable first working experience in a dynamic international environment with a leading firm;
- A possibility to assist in real case business projects.

Application process:

Please send CV and covering letter by e-mail to: Bénédicte Lambert at recruitment@kelleneurope.com

by **1 December 2014** with reference "internship - December 2014".

For further information: www.kelleneurope.com / www.agep.eu



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CRM Marketing Intern EWEA - European Wind Energy Association Brussels, Belgium

EWEA is the voice of the wind industry, actively promoting wind power in Europe and worldwide. It has over 600 members, active in over 50 countries, including wind turbine manufacturers with a leading share of the world wind power market, plus component suppliers, research institutes, national wind and renewables associations, developers, contractors, electricity providers, finance and insurance companies, and consultants. This combined strength makes EWEA the world's largest and most powerful wind energy network. For over 25 years EWEA has been organising Europe's flagship wind industry events.

EWEA is looking for a CRM Marketing Intern to support its Marketing Team.

Scope:

The marketing team is dedicated to communicating and promoting EWEA's commercial activities related to EWEA large events and membership services. Reporting to the Marketing Manager, the CRM Marketing Intern will assist the team in delivering targeted communications through an understanding of its customer database and optimising of the EWEA CRM system.

Main responsibilities:

- Develop and maintain the update of the CRM database to a high level of quality. This includes executing regular data audits, updates and cleaning;
- Monitor, analyse data, develop reports, and resolve errors with the CRM system;
- Manage segmentation of customers for marketing purposes by the effective use of categorisation;
- Build mass email communications and data lists;
- Carry out various administrative duties, eg. raising purchase orders, organising shipments of marketing materials to events and extracting marketing lists.

Profile:

- Bachelor degree, preferably in business administration or equivalent by experience;
- Previous experience of Marketing software such as email broadcast solutions, web analytics software and CRM analytics/segmentation tools would be beneficial;
- Numerate and analytical thinker with the ability to apply these skills in a marketing environment;
- Quality, accuracy and attention to detail are important;
- Well organised and meticulous;
- Outstanding written and spoken English is mandatory.

To apply for this position, please send your CV and a cover letter in English to jobs@ewea.org with the subject title "CRM Marketing Intern Position" by **19th November 2014**.



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Internship - Corporate Governance Research - Custom ISS - Institutional Shareholder Services Brussels, Belgium

ABOUT ISS

Institutional Shareholder Services Inc. (ISS) is the world's leading provider of corporate governance solutions for asset owners, investment managers, and asset service providers. ISS' solutions include objective governance research and recommendations, end-to-end proxy voting and distribution solutions, turnkey securities class-action claims management, and reliable global governance data and modeling tools. For further information on ISS, please visit our web site at www.issgovernance.com.

POSITION OVERVIEW

Do you have an interest in corporate governance and capital markets? Do you have an educational background in law, economics, finance or business? Would you like to receive in-depth training in the latest developments in corporate governance? Would you like to learn about the inner workings of an AGM?

ISS Brussels is seeking a number of corporate governance research interns for the spring of 2015. You will be guided by experienced analysts and learn about corporate governance, gaining an understanding of technical terminology in the corporate governance and investment management field.

Your main responsibilities will be to assist the analysts in scrutinizing companies' documents (agenda of the AGM, articles of association, annual reports and meeting materials) with regard to their corporate governance performance and proposals submitted for shareholder approval.

MAIN RESPONSIBILITIES

- Assist our analysts by closely inspecting the agendas of annual general meetings;
- Learn about and then formulate vote recommendations;
- Gather data based on information in the company's public documents;
- Engage with companies in order to procure additional information;
- Prepare reports in English detailing the analyses and explaining why a certain vote recommendation was given.

DESIRED EXPERIENCE AND QUALIFICATIONS

- An interest and understanding in corporate governance, capital markets, research and data collection;
- A relevant bachelor degree (law, economics, finance, or business);
- A good eye for detail;
- Fluent in English, any other language is a plus, especially French and German; strong oral and written communication skills;
- The ability to assimilate large quantities of information, work independently and take initiative while also being a team player;



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- An organized and structured mind to deal with large quantities of work and strict deadlines.

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This internship is remunerated (€ 1000 monthly + lunch vouchers + bonus if appropriate) and will run for three to six months starting in January/February 2015.

Applicants should email a cover letter along with a CV in English to EMEA_Recruitment@issgovernance.com using the reference “**Corporate Governance Research - Custom**” in the email subject.

Please note that due to the great number of applications we receive, we can only respond to selected candidates.

To all recruitment agencies: ISS does not accept unsolicited CVs/Resumes. Please do not forward CVs/Resumes to any ISS employee, location or website. ISS is not responsible for any fees related to unsolicited CVs/Resumes.

ISS is an equal opportunity employer committed to diversifying its workforce. It is the policy of the Firm to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, creed, age, sex, gender, gender identity, sexual orientation, national origin, citizenship, disability, marital and civil partnership/union status, pregnancy (including unlawful discrimination on the basis of a legally protected pregnancy/maternity leave), veteran status, or any other characteristic protected by law.

Internship - Corporate Governance Research Southern EU ISS - Institutional Shareholder Services Brussels, Belgium

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DESIRED EXPERIENCE AND QUALIFICATIONS

- An interest in corporate governance, capital markets, research and data collection;
- A relevant bachelor degree (law, economics, finance, or business);
- A good eye for detail;
- Fluent English writing skills;
- Fluent command of Italian, Greek, Portuguese or Turkish;
- The ability to assimilate large quantities of information, work independently and take initiative while also being a team player;
- An organized and structured mind to deal with large quantities of work and strict deadlines.

Ideal candidates should have a bachelor degree in law, finance, and/or economics, or in the process of obtaining such a degree, a good eye for detail, strong analytical ability, numeracy, strong oral and written communication skills, a basic understanding of capital markets and the ability to work independently while cooperating with other team members.

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Internship - Corporate Governance Research - Scandinavia ISS - Institutional Shareholder Services Brussels, Belgium

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- A relevant bachelor degree (law, economics, finance, or business);
- A good eye for detail;
- Fluent English writing skills;
- Fluent command of Swedish, Danish or Norwegian;
- The ability to assimilate large quantities of information, work independently and take initiative while also being a team player;
- An organized and structured mind to deal with large quantities of work and strict deadlines.

Ideal candidates should have a bachelor degree in law, finance, and/or economics, or in the process of obtaining such a degree, a good eye for detail, strong analytical ability, numeracy, strong oral and written communication skills, a basic understanding of capital markets and the ability to work independently while cooperating with other team members.

This internship is remunerated (€ 1000 monthly + lunch vouchers + bonus if appropriate) and will run for five to six months starting in January 2015.

Applicants should email a cover letter along with a CV in English to EMEA_Recruitment@issgovernance.com using the reference “**Corporate Governance Research - Scandinavia**” in the email subject.

Internship - Corporate Governance Research East EU and DE ISS - Institutional Shareholder Services Brussels, Belgium

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DESIRED EXPERIENCE AND QUALIFICATIONS

- An interest in corporate governance, capital markets, research and data collection;
- A relevant bachelor degree (law, economics, finance, or business);
- A good eye for detail;
- Fluent English writing skills;
- Fluent command of Russian or Polish or German;
- The ability to assimilate large quantities of information, work independently and take initiative while also being a team player;
- An organized and structured mind to deal with large quantities of work and strict deadlines.

Ideal candidates should have a bachelor degree in law, finance, and/or economics, or in the process of obtaining such a degree, a good eye for detail, strong analytical ability, numeracy, strong oral and written communication skills, a basic understanding of capital markets and the ability to work independently while cooperating with other team members.

This internship is remunerated (€ 1000 monthly + lunch vouchers + bonus if appropriate) and will run for four to six months starting in February 2015.

Applicants should email a cover letter along with a CV in English to EMEA_Recruitment@issgovernance.com using the reference "Corporate Governance Research East EU and DE" in the email subject.



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Intern for Smart Cities and Urban Mobility Projects REC - Regional Environmental Center for Central and Eastern Europe Szentendre, Hungary

Background

The Regional Environmental Center for Central and Eastern Europe (REC) is an independent international organisation that works in various fields of sustainable development in Central and Eastern Europe and beyond. The REC, which has its head office in Szentendre, Hungary is seeking applications for a full-time intern.

The selected candidate will work within the organisation's Smart Cities and Mobility Topic Area, supporting the team's work on projects related to sustainable urban development and transport. The main focus of the internship will be a project related to public bicycles / bike sharing. Running for six months beginning in January, the project will study the feasibility of introducing a bike-sharing scheme to the town of Szentendre, Hungary, location of the REC head office. The REC will lead the study with assistance from Szentendre City Hall and the Budapest Transport Centre (BKK). It will investigate, inter alia,

- the potential market for a bike-sharing service in Szentendre;
- the appropriate scale and design of the bike-sharing system;
- the possibility of implementing it as an extension of Budapest's current system, Bubi;
- financial issues, e.g. needed investment, operation costs, financial resources, etc.;
- operational issues; and
- organisational issues, e.g. split of responsibility between authorities.

The position would be supervised by a senior member of the topic area.

Knowledge required:

- A degree, ongoing studies and/or experience in urban planning, engineering, mobility management, environmental sciences or related field of study;
- Familiarity with general principles of sustainable mobility, with knowledge of bike-sharing schemes an asset;
- English fluency, with fluency in Hungarian desired;
- Excellent organizational skills;
- Ability to work both as part of a team and independently;
- Keen attention to detail, and preferably analytical and writing experience.



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Events & Marketing Intern EPIA - European Photovoltaic Industry Association Brussels, Belgium

6 months (full time), availability from December 2014 – May 2015

EPIA, the European Photovoltaic (PV) Industry Association, with headquarters in Brussels, is recruiting a highly motivated person to support the marketing activities and events organization in the Membership & Business Development Unit.

EPIA represents its Members, who are active along the whole solar PV value chain and in related business sectors. EPIA is a highly dynamic and multi-cultural organisation at the centre of EU affairs. The Membership & Business Development Unit is the association's hub for all membership related issues (from administration and organisation of members' events to replying to daily inquiries), it also develops and carries out EPIA's members acquisition and other business development activities of the association. Furthermore, the unit is handling all partnerships (conference & media) and is organising the visibility of the association during the sector's main fairs.

The intern will be managed by the Business Development Officer and will support the work of the unit through the following tasks:

Main missions:

- Support in organisation of EPIA's presence and visibility during fairs;
- Organisation and coordination of events and meeting logistics;
- Assistance in follow-up of EPIA partnerships and sponsorships;
- Collaboration in updating EPIA marketing material and creation of infographics;
- Participation in developing visuals and booth design;
- Drafting of promotional mailings and updating EPIA's social media profiles when required;
- Assistance in account management (incl. regular updates of the CRM database);
- General assistance and organisational support to the unit;
- Answering the association's switchboard, when required.

Profile:

- Student status and internship taking place in the frame of the study programme;
- Fluent English (native speaker level preferred), any other European language is an asset;
- Degree in marketing or equivalent;
- Willing to work in a dynamic international association;
- First experience and interest in events management, in particular fairs;



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- Outstanding IT skills and first experience with CRM database and/or website content management;
- Knowledge of graphic design programmes and experience in creating infographics is an asset;
- Experience with social media communications;
- Knowledge of ‘Constant contact’ mailing system is an asset;
- Strong written and oral communication skills;
- Excellent organisational skills, flexibility, responsibility;
- Customer oriented and high attention to details;
- Ability to work independently as well as in team as well as under pressure and with tight deadlines;
- A passion for renewable energies.

Important – Conditions

As per Belgian legislation, a monthly reimbursement (750 EUR) for expenses on a standard basis is planned. A signed Convention de Stage (a tripartite agreement signed by EPIA, the intern and his/her university or college) is required. Prospective interns must fulfil this requirement to apply.

Internship Better Finance for All Brussels, Belgium

Better Finance for all, the European Federation of Financial Services Users, acts as an independent financial expertise center to the direct benefit of financial services users. Better Finance represents the interests and rights of individual shareholders i.e. financial services users, on European level vis-à-vis law makers and the EU institutions.

Better Finance is offering a full-time internship for the duration of 6 months. The successful candidate will assist the team with day-to-day office management, administration as well as internal and external communication.

Please note we can only accept candidates able to be enrolled in an exchange programme such as the European ERASMUS or the Leonardo da Vinci programme!

We are looking forward to welcoming an enthusiastic team player willing to take initiative within the portfolio of assigned tasks. The ideal candidate would meet the following requirements:



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- On-going studies or recent university graduate with a focus on finance, economics, business administration or related fields;
- Knowledge and demonstrated interest in the European Union institutions and its financial policies is an asset;
- Fluency in English and French is required;
- Good IT and social media skills as well as interest in managing online tools;
- Availability as of the beginning of February 2015.

Please note we can **only** accept candidates able to be **enrolled in an exchange programme** such as the European ERASMUS or the Leonardo da Vinci programme!

We are looking forward to welcoming an enthusiastic team player willing to take initiative within the portfolio of assigned tasks. **The ideal candidate would meet the following requirements:**

- On-going studies or recent university graduate with a focus on finance, economics, business administration or related fields;
- Knowledge and demonstrated interest in the European Union institutions and its financial policies is an asset;
-
- Fluency in English and French is required;
- Good IT and social media skills as well as interest in managing online tools;
- Availability **as of the beginning of February 2015.**

The deadline for applications is December 1st 2014.

Communication Intern

UNU-CRIS - United Nations University Institute on Comparative Regional Integration Studies

Bruges, Belgium

The United Nations University Institute on Comparative Regional Integration Studies (UNU-CRIS) in Bruges is currently looking for a communication intern starting on 5 January 2015. The duration of the internship is negotiable, but most preferably until 26 June 2015. The position is to be based in Bruges, Belgium.

As a communication intern:

- You will assist in the (further) development of the social media and a new UNU-CRIS website.
- You will support office staff in their preparations for the upcoming international conferences and planned events.
- You will also assist office staff during the events.



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- You will evaluate the events that took place during the internship.
- You will set up a collection of visual material on UNU-CRIS.
- You will assist staff with administrative and other tasks as needed.
- You will provide assistance to staff members within the context of on-going projects.
- You will be responsible for the preparation of project-linked documents, summaries and meetings.

What we are looking for:

- You have at least a Bachelor's degree, preferably a Master's degree.
- You have a strong interest in communication and in organizing events.
- You are dynamic and eager to contribute to the activities organized by the United Nations University.
- You thrive under pressure and you are able to act quickly and efficiently.
- You are proficient with the Microsoft Office Suite and have experience with, or are willing to familiarise yourself with, the Adobe Creative Suite.
- You possess excellent English writing and communication skills.
- An excellent active knowledge of Dutch will be seen as an asset.
- You are willing to work in Bruges for the duration of the internship, which is on a full-time basis

What we offer:

- Experience in an international and multicultural environment.
- A (basic) training session on Adobe InDesign and Photoshop.
- Playing a key role within a challenging and exciting working environment.
- Working with highly qualified staff members with various professional backgrounds.
- Access to the network of UNU-CRIS partners, including other UN institutes and some of the leading universities and non-governmental organizations around the world.
- The internship is non-remunerated, but (local) commuter traffic costs will be reimbursed.
- If you are a holder of a final diploma, obtained at an institution of secondary or higher education, financed or subsidised by the Flemish authorities, there is a possibility to subsidise your internship:

<http://www.vlaanderen.be/int/en/funding-international-internships>



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Junior Finance Professional FEE - Federation of European Accountants Brussels, Belgium

You have university degree in business or law with practical experience in accounting and/or tax as well as an interest in European Affairs...

FEE (Federation of European Accountants) is the voice of the European accountancy profession. It represents a combined membership of more than 800.000 accountants, auditors, finance professionals, business and tax advisors in Europe.

To support its team, FEE is seeking a Junior Finance Professional with an accounting and/or tax background and relevant work experience.

We offer

- A challenging diversified job with opportunities to develop and work on cutting edge issues;
- The chance to work and develop in a thriving international and motivated team at the heart of the Capital of the EU, Brussels;
- Exceptional networking opportunities on the EU policy and professional scenes;
- A competitive compensation package to be discussed on the basis of the candidates' experience, credentials and expectations.

The main responsibilities will include

- Assisting with research and preparing draft reports, mainly related to accounting, reporting and tax policy relevant to the accountancy profession;
- Drafting position papers, surveys, comment letters, briefings or fact sheets based on own research and considering input from FEE working groups and stakeholders;
- Daily monitoring of relevant information sources and reporting on key developments;
- Meeting & event organisation, logistics and follow-ups.

The successful candidate will have

- A University degree in business or law with practical experience in accounting and/or tax and interest in European Affairs;
 - Ideally 1-2 years of prior experience, preferably in an accounting or audit firm;
 - Excellent writing and research skills;
 - Initiative and proactivity when it comes to problem solving;
 - Fluency in English as working language;
 - Knowledge of the EU policymaking process would be a plus;
 - Dynamic, well-developed interpersonal and soft skills, willingness to learn to become capable of structuring and managing work independently.



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Application Procedure

Interested candidates should send to vacancy@fee.be (only):

- a motivation letter of maximum one page and,
- a CV of maximum two pages.

Longer documents will not be taken into consideration. Only shortlisted candidates will be contacted for interviews.

For more information visit us on www.fee.be.