



Vesalius College

INTERNSHIP PROGRAMME

MASTERCARD EUROPE (II)



ORGANISATION PROFILE

MasterCard Europe is the European regional office of MasterCard International. With headquarters in Brussels, Belgium, MasterCard Europe works with fifty-one European countries organized administratively into three customer areas: northern, central and southern Europe. Through its network of local offices, MasterCard Europe can understand and meet the diverse needs of members in the very different types of markets throughout Europe, enabling people to do business in their own way and in their own language.

The Staffing team of MasterCard in Europe currently consists of 5 people, based in Waterloo and London. This team is responsible for the Talent Acquisition (around 350 vacancies/year), Strategic Sourcing Programmes and many other activities in the light of establishing a smooth recruitment process within the company.

INTERNSHIP PROFILE

For some specific projects the Waterloo team is currently looking for 1 or 2 interns to be involved in following activities :

Strategic Sourcing

- 1/ Research of existing recruitment channels over the whole of Europe (jobsites, agencies, ...) - by internet
- 2/ Contacting the appropriate channels for further information on pricing, strategy and added value – by telephone
- 3/ Establishing a Knowledge Database based in the info gathered

Master Vendor Agreements (Suppliers)

- 1/ Review and correct data with regards to current and new suppliers
- 2/ Make details on current suppliers and contacts available to the Global Company
- 3/ Power Point presentation (optional)

Variety of additional tasks

Job description review, Filing, Intranet update, ...

The intern's assignments vary by business group and will be subject to the group's specific needs. Throughout the internship, the student will be encouraged to participate in different projects and help in the development of these. The intern will work in close collaboration with the supervisor. The intern's tasks will be more specified according to the intern's interest and experience.

INTERN PROFILE

- Preferably International Management major;
- independent and responsive;
- good research and writing skills;
- good communication skills;
- knowledge of several European languages is a plus;
- good knowledge of Microsoft Office package is a must.