



An MSCI Brand

“Client Support and Meeting Representative” Internship, ISS - Brussels office

ABOUT MSCI Inc. (www.msci.com)

MSCI Inc. is a leading provider of investment decision support tools to investors globally, including asset managers, banks, hedge funds and pension funds. MSCI products and services include indices, portfolio risk and performance analytics, and governance tools – from a number of internationally recognized brands such as Barra, RiskMetrics, CFRA, FEA and ISS.

ISS is the leading provider of corporate governance solutions to the global financial community. ISS' services include objective governance research and analysis, end-to-end proxy voting and distribution solutions, turnkey securities class-action claims management, and reliable governance data and modeling tools.

For further information on ISS, please visit our web site at www.issgovernance.com.

POSITION OVERVIEW:

We are looking for interns who will support the Brussels Global Proxy Distribution team during the peak proxy voting season. Out of our ISS office in Brussels, the GPD team provides a single, turnkey solution to managing proxy distribution for custodian banks and an integrated proxy research, a voting solution for their institutional investor clients, as well as a meeting representation service to Belgian, Dutch and Portuguese companies' general meetings.

Given that our Team is operating in diverse markets, we are looking for interns with language skills corresponding to the market that will be applied for: excellent **English AND** fluent in **French and/or Dutch OR Portuguese (/ Spanish)**:

- ▶ **“ProxyPartner Belgium* – Client Support and Meeting Representative” (EN/NL - FR)**
- ▶ **“ProxyPartner Netherlands – Client Support” (EN/NL)**
- ▶ **“ProxyPartner Portugal – Client Support” (EN/PT - ES)**

RESPONSIBILITIES:

- ▶ Regular contact with issuing companies and their agents
- ▶ Client support
- ▶ Administrative support

DESIRED REQUIREMENTS AND QUALITIES:

- ▶ Bachelor degree
- ▶ Interest in corporate governance, experience acquired through previous internships or traineeships seen as an advantage
- ▶ Very strong communication and writing skills
- ▶ Quick learner; ability to assimilate new information with attention to detail
- ▶ Organized and structured mind to deal with large quantities of work and strict deadlines
- ▶ Ability to work independently while being an enthusiastic team player
- ▶ Client focus and skill to communicate effectively with clients and partners

This internship is remunerated (€ 1000 monthly + lunch vouchers + bonus if appropriate) and will run for four to six months between January and June 2011 (start date adjustable).

Applicants should email a cover letter along with a CV in English to hrbrussels@msci.com using the above references in accordance with the market they are applying for.



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*Please note that applicants applying for the Belgian market should be in the possession of a valid driver's license and own car in order to be able to represent our clients at general shareholder meetings of Belgian companies. Petrol expenses will be refunded for any meetings attended.

MSCI Inc. 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.