

CATERPILLAR'S GRADUATE INTERNSHIP PROGRAM

For more than 85 years, Caterpillar Inc. has been building the world's infrastructure, and in partnership with CAT dealers, is driving positive and sustainable changes on every continent. A Fortune 500 company, Caterpillar is the world's leading manufacturer of construction and mining equipment, diesel and natural gas engines and industrial gas turbines and diesel-electric locomotives. The company also is a leading services provider through Caterpillar Financial Services, Caterpillar Remanufacturing Services, Caterpillar Logistics Services and Progress Rail Services.

Within our EAME Distribution Headquarters located in Geneva, we offer a complete Graduate Internship Program for a period of 13 months from July 1st 2013 – July 31st 2014.

The **Caterpillar Graduate Internship Program** is a mix of on-the-job learning, coupled with personal development and training in a specialized field.

With us you will:

- Have the opportunity to make the next step in your education more meaningful by providing practical on-the-job learning in an international business environment.
- Transform academic learning into business solutions while working on real projects
- Develop a personal network in the business world
- Experience a team concept that combines the skills and expertise of people from varied professional disciplines and backgrounds
- Be part of a challenging work environment where initiative and innovation is encouraged and rewarded
- Work for a global leader

FINANCE GRADUATE INTERN (AME REGION)

Reports to: AME Region Finance Manager, EAME Distribution

Principal Responsibilities:

- AME treasury reports analysis and preparation for management (country exposure, foreign risk report, lost cash discount and charged interest, past due report, etc.),
- Acting as the AME IT and Bank Coordinator, coordination and consolidation of FMRG (Financial Management Reporting Guide) reports for dealers, internal management and Corporate needs.
- Monitor and Manage the AME Region Budget.
- Supporting Finance Reps with preparation of FMRG dealer analysis
- Participating as 6 Sigma Green Belt in potential AME Finance 6 Sigma Projects
- Preparing and coordinating dealer FMRG training sessions and dealer finance managers meeting. This position may also be called upon special finance projects taking place within EAME Finance (Treasury, Regions, International Customers, etc.)

Required Profile:

- Recent graduate with Bachelor's or Master's level degree in Finance.
- Some experience in the international banking / finance sector (commercial trading, bank collection, letters of credit) would be a plus.
- Ability to focus and work independently, strong aptitude for analysis and processes, team player, eager to learn and to show initiative.
- Fluent English & French, another language would also be beneficial.
- Strong PC skills (notably Excel, Access, PowerPoint).
- Swiss citizen or holder of a C permit.

The graduate Intern program offers entry-level Intern positions with an opportunity to become a fixed employee if job performance is high and if hiring possibilities are available. The Finance Trainee position can be transferred into a variety of Junior Finance positions, in EAME Treasury, Accounting, etc. During this one-year program, the incumbent familiarizes himself/herself with the basic fundamentals of what the Finance Representative job accountabilities are, through on-the-job training (treasury reporting, receivables monitoring, FMRG management reporting, etc.)

If interested please submit your CV and cover letter in English, copies of diplomas & any work certificates to:

Diana Veiros, Recruitment Consultant
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