Africa/Pan-Africa

HISTORY TEACHER. Lebanon Evangelical School for Boys & Girls. Lebanon. Teach history, geography and civics. Req BA/BS; passion for history; enthusiasm for working with young adults; native English language skills. http://www.ideallist.org/view/job/fkbwZjINcNjNp/


SOCIAL MEDIA SPECIALIST. Zamil Group. Dammam, Saudi Arabia. Manage social networking accounts; help create all graphics for web and print; assist, maintain and update intranet and website in both English and Arabic; help conceive, develop and implement print and digital design solutions. Req AAS; age 25-40 years; familiar with Adobe Creative Suite; problem solver; Mac OS savvy; 2 years experience; meets deadlines; web and print design experience; good organizational skills; exceptional communication abilities; social media savvy; good judgment; discrete; good interpersonal skills. Job # JB1782574. http://www.bayt.com/en/job/?xid=1782574

FINANCIAL ANALYST. Procter & Gamble. Cairo, Egypt. Financial analysis for one of the brands or product categories; financial analysis of upstream projects. Req BA/BS; good academic record; legally able to work in Egypt; strong leadership and communication skills; bilingual English-Arabic. Job # FIN00002627. http://www.pg.com/en_US/careers/career_main.shtml

ASSISTANT ADMINISTRATOR. Ernst & Young. Riyadh, Saudi Arabia. Ensure that consistent quality and cost-effective services are provided; receive and track facilities work order requests; dispatch work orders to maintenance staff; administrative/clerical tasks; understand and operate office equipment; manage staff requests on time. Req HS; bilingual English-Arabic; 1 year experience; strong communication, interpersonal, PC, organizational and administrative skills; autonomous. Job # JB1782921. http://www.bayt.com/en/job/?xid=1782921

SOCIAL MEDIA SPECIALIST. Zamil Group. Dammam, Saudi Arabia. Manage social networking accounts; help design graphics for web and for print media; update websites in English and Arabic. Req AAS in Graphic Design; between the ages of 25 and 40 years; bilingual English-Arabic; 2 years of web and print experience; Adobe Flash and Final Cut Pro expertise a plus; problem solver; good organizational skills; solid knowledge of social media; excellent communication and writing skills; discrete; meets deadlines. Job # JB1782574. http://www.bayt.com/en/job/?xid=1782574


INFORMATION & COMMUNICATIONS COORDINATOR. Save the Children UK. Sudan. Lead information and communicate flows between a variety of internal and external stakeholders; collect and analyze information; develop communication materials and products; commission film, drama, radio and other production materials that can be used to meet program objectives in the field; ensure that the minimum standards of humanitarian relief are maintained; identify learning and training opportunities. Req Excellent command of the English language. App ddl: May 28, 2012. http://www.idealist.org/view/job/9mGzHhN8XmMId/

DATA ANALYST-PRICING CONTRIBUTIONS. Bloomberg. Johannesburg, South Africa. Input OTC pricing into system; liaise with contributors; provide technical support; maintain data to meet market standards; perform data quality checks. Req BA/BS in business-related field; excellent communication skills; strong PC skills; good multi-tasking skills; fluent in English. Job # 33280. http://www.bloomberg.com/careers/opportunities/job/show/33280/data-analyst----pricing-contributions---johannesburg.html


COMMUNICATIONS ASSOCIATE (B2B). Google. Tel Aviv, Israel. Support communications activities for advertising services, B2B and user product in Israel; respond to inquiries; create communication strategies; develop relationships; train/provide advice to company officials for press conferences, media interviews and trade presentation. Req BA/BS; experience in fast-paced business, media, non-profit environment; excellent communication skills; works well under stress; fluent in English-Hebrew. http://www.google.com/about/jobs/locations/tel-aviv-haifa/markcomm/communications-associate-b2b-israel-tel-aviv.html
JUNIOR ARABIC PRODUCER, Inflight Productions. Dubai, UAE. Help manage/grow key accounts; help client manage and plan monthly inflight entertainment content cycles; screen entertainment programming; help book programs; coordinate/liaise with content suppliers, production houses and publishers; ensure all account deadlines are met; script writing; supervise VO recordings; music selection; program compilation; help develop plans, creative ideas and strategies for continuous Inflight Entertainment enhancement; help in Request for Proposals or Tenders as and when necessary. Req Experience with audio production editing software; passionate about Arabic entertainment; strong organizational and time management skills; fluent in English-Arabic; meets deadlines; good at multi-tasking. Salary to 10,000 AED per month.  
http://www.mandy.com/1/1/jobs3.cfm?v=49093396&skill=all&terr=mld

RESEARCH COORDINATOR. North Star Alliance. Johannesburg, South Africa. Coordinate/manage research activities; manage allocation of research funds; liaise between partners and staff; identify/engage stakeholders; lead on development of a North Star Research Management Policy; produce reports; act as main source of advice to directors on research management and related issues; liaise with external projects and bodies related to project management. Req BA/BS; experience of successfully identifying and managing project resources as well as team management; awareness of issues and agendas associated with research management and data sharing; excellent stakeholder engagement and advocacy skills; excellent communication and interpersonal skills; excellent organizational and problem solving skills.  http://www.idealista.org/view/job/Mz8hxXT7Cd4w/

PROGRAM SUPPORT INTERN. Afghanistan Research and Evaluation Unit, Kabul, Afghanistan. Administrative, organizational and research support; draft proposals and reports; help with board meetings; events management; facilitate internal communications; handle inquiries. Req BA/BS; fluent in English; excellent interpersonal, organizational and judgment skills; experience in a post-conflict country preferred.  http://www.idealista.org/view/job/K3Jt5TB3Fz5P/

ACADEMIC COORDINATOR. Center Sidi Bou for Languages, Tunisia. Write lesson plans; formulate industry-specific lesson plans; acquire new corporate clients; evaluate English teachers; formulate placement exams; teach English. Req BA/BS, TEFL/CELTA certified; native English speaker; able to commit for at least 1 year.  http://www.idealista.org/view/job/NtN66MBTX32D/

WHEELCHAIR PROGRAM ANALYST. Free Wheelchair Mission. Da Nang, Vietnam. Identify and build list of wheelchair recipients; visit and interview recipients and families; conduct detailed survey during visits; record survey outcomes in reports; obtain detailed narrative; submit interview results; update database. Req BA/BS in social work, psychology or related field; 1 year experience in a non-profit organization a plus; fluent in English-Vietnamese; data entry skills; able to travel; proficient in the use of laptop, computer and digital camera (provided); autonomous; good interpersonal skills; Internet savvy.  http://www.idealista.org/view/job/BknWd59KOSsP/

RESEARCH ASSOCIATE. Small Enterprise Finance Centre, Institute for Financial Management and Research, India. Conduct background research on new projects; maintain relationships; quickly address issues as they arise; assist with data collections; data analysis; help with meetings/presentations; provide final report. Req MA/MS in economics, finance, public policy, microeconomics; 2 years experience; excellent communication and organizational skills; autonomous; detail oriented; knowledge of local languages a plus.  http://www.idealista.org/view/job/d3zNhj4FH3P/

OFFICE ASSISTANT. MoneyGram, Mumbai, India. Implement administrative systems, procedures and policies; monitoring administrative projects; administrative support to Office Manager; manage day-to-day office operations; provide executive and administrative support to the team. Req BA/BS; 1 year experience; proficient in English; MS Office proficient; knowledge of administrative and office procedures and terminology; autonomous; strong interpersonal skills; team player.  https://jobs1-moneygram.icims.com/jobs/5748/job


MARKETING MANAGER. Google. Shanghai, China. Understand users and their needs; help to develop innovate team strategies and plans; drive growth; develop and drive creative programs; coordinate and manage cross-functional teams, regional marketing counterparts, product and executive stakeholders and external partners for co-marketing opportunities. Req BA/BS; good business sense; project management, communication and analytical skills.  http://www.google.com/about/jobs/locations/shanghai/markcomm/marketing-manager-shanghai.html

SPECIALIST-ANALYTICAL. S & P Capital IQ. Beijing, China. Help banks enhance risk management practices; generate high standard presentations; contribute to training and development of junior resources. Req MA/MS; 2 years experience; solid understanding of accounting principles; experience in data manipulation and analysis; strong quantitative abilities, communication, presentation and interpersonal skills; university teaching experience a plus; team player. Job # 24708.  http://www.mcgraw-hill.com/site/careers

ASSISTANT PRODUCER. CNBC. Singapore. Programming; conceive of segment and story ideas; pursue proprietary stories and interviews; research stories and guesses; build high production standards; pursue top guests; write scripts, create graphics and select videos; responsible for show graphics; format line ups; develop strong news judgment; good communication skills in control room and with news teams; cooperate with other departments. Req BA/BS; 2 years experience; knowledge of business/accounting/economics; knowledge of Asia; fluent in English; computer/MS Office literate; meets deadlines. Job # 5632BR.  http://www.nbcunicareers.com/search_nbc/

RESEARCH ANALYST. Universal Networks International. Singapore, Singapore. Gather and analyze TV ratings and consumer data; track data; prepare research reports; provide category and channel-specific audience/content information. Req 1 year media research experience; excellent presentation skills; proficient in the use to TV ratings software and MS Office Suite; strong analytical and technical skills; sharp eye for details; good communication and interpersonal skills. Job # 5147BR.  http://www.nbcunicareers.com/search_nbc/
**ASSISTANT BRAND MANAGER**  Procter & Gamble. India. Creative brief development; copy evaluation and clearance; commercial production and media planning; promotion and pricing strategy; consumer operations and customer decision making; coaching & Training. Req MA/MS in sociology or economics or related field. Job # MKT00002659. [http://www.pg.com/en_US/careers/career_main.shtml](http://www.pg.com/en_US/careers/career_main.shtml)


**RESEARCH ASSISTANT**  Universal Networks International. Singapore. Contract position. Gather/analyze TV ratings and consumer data; track data from Asia Pacific markets; set up research reports for the regions; submit research reports; provide category and channel-specific audience/content information; coordinate with other Global Networks regions to ensure cross development of ideas and sharing of resources; other duties as assigned. Req 1 year experience in media research; excellent presentation skills; use data to drive business growth; meet deadlines; proficient in the use of TV rating software and MS Office; analytical; energetic; self-motivated; eye for detail; good interpersonal and communication skills. Job # 5147BR. [https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25354&siteid=5108](https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25354&siteid=5108)

**VIDEO EDITOR**  CNBC. Singapore. Video editing. Req Video and audio quality control of edited material; basic knowledge and skills in non-linear editing; 1 year experience in a TV productions; autonomous; works well under pressure; good interpersonal and communication skills; fundamental technical skills in video formats, conversion and FTP; general knowledge in business and world news. Job # 5512BR. [https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25354&siteid=5108](https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25354&siteid=5108)

**ACCOUNT EXECUTIVE**  Google. Tokyo, Japan. Meet/exceed sales targets; help drive market share growth of the product; develop strong relationships; manage multiple projects. Req BA/BS; strong online sales experience; sales management experience; proven track record in advertising sales; established relationships; broad understanding of online advertising; bilingual English-Japanese. [http://www.google.com/about/jobs/locations/tokyo/salesam/account-executive-doubleclick-searchtokyo.html](http://www.google.com/about/jobs/locations/tokyo/salesam/account-executive-doubleclick-searchtokyo.html)

**MARKETING ASSOCIATE**  Initiatives for Development Foundation. Bangalore, India. Conduct market research; identify new market segments; develop/update pricing strategy; manage advertising, marketing and promotional activities; create brand awareness; maintain/expand client relationships; understand requirement of clients; prepare reports; budget management. Req BA/BS; excellent communication and interpersonal skills; autonomous; meets deadlines; prior experience in NGOs and /or developing countries. App ddd: June 15, 2012. [http://www.idealista.org/view/job/CMFr9xFnNd/](http://www.idealista.org/view/job/CMFr9xFnNd/)

**STAFFING ADVISOR**  Hewlett Packard. Damansara Height, Malaysia. 1-year contract. Maintain relationships; drive/supervise achievement of hiring targets; manage staffing process; counsel managers on hiring process; ensure compliance. Req BA/BS; 2 years experience; strong communication skills; subject matter expertise in one or more of the business that HP competes for talent; experience managing relationships, small staffing projects and in process improvement. Job # 580166. [https://hp.taleo.net/careersection/2/jobsearch.ftl](https://hp.taleo.net/careersection/2/jobsearch.ftl)

**RESEARCH ANALYST**  Universal Networks International. Singapore. Gather and analyze TV ratings and consumer data, draw conclusions and articulate findings; track data from Asia Pacific markets; set up research reports; present channel specific audience/content information on request; coordinate with other Global Networks regions to ensure cross development of ideas and sharing of resources. Req 1 year experience; excellent presentation skills; able to use data to conceptualize opportunities and draw conclusions to drive business growth; proficient in the use of TV rating software and MS Office; meet deadlines; strong analytical and technical skills. Job # 5147BR. [https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25354&siteid=5108](https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25354&siteid=5108)

**GUEST BOOKER**  CNBC. Hong Kong. Help to develop live interview segments; generate original guest and story ideas daily; build and maintain relationships; write synopsis of guest interviews. Req BA/BS; good communication and PC skills; fluent in English--Mandarin-Cantonese; experience in news productions; business/financial news experience; experience interviewing analysis and c-suite leaders a plus; strong news judgment. Job # 4804BR. [https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25354&siteid=5108](https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25354&siteid=5108)

**PROJECT SUPERVISOR**  J.D. Power & Associates. Shanghai, China. Automotive joint research; project management; improve customer service content; improve customer satisfaction; develop reports and presentations. Req Native Chinese tongue; English communication skills; market research knowledge and experience; PC/MS Office/SPSS savvy; 2 years experience; quality focused; math/statistical acumen. Job # 24438. [http://www.mcgraw-hill.com/site/careers](http://www.mcgraw-hill.com/site/careers)


**ASSISTANT-RESEARCH**  Standard & Poor's Rating Services. Shanghai, China. Develop and maintain a centralized source of new information; assist analyst with financial modeling of information; ensure relevant analysts are aware of developments and are involved in the surveillance of data, its collection and processing; collate material for management meetings, reports and press releases; extract financial and economic data from source materials ; ad hoc projects; carry out research for industry monitoring and potential new business; develop spreadsheet statistics; maintain spreadsheet databases; coordinate with global offices to ensure data is treated consistently across international borders; check back numbers used in publications versus those in source materials to enable individuals to learn about a range of institutions; provide and update peer comparisons and rationales; provide statistical data for local publication; coordinate statistics and text for Global Sector Reviews; help prepare necessary information for rating committee presentations. Req Req BA/BS in a business-related field; 1 year experience; analytical; PC/Internet proficient; meets deadlines; fluent in English-Mandarin. Job # 24103. [http://www.mcgraw-hill.com/site/careers/jobsearch](http://www.mcgraw-hill.com/site/careers/jobsearch)

**PROCUREMENT MANAGER**  Adidas Group. Panama City, Panama. Support all activities related to the procurement of non-product materials with proper procedures and processes; achieve cost savings through centralization. Req BA/BS in Administration or related studies; 2 years experience with an international company; customer/result oriented; good communication and organizational skills; strong understanding of ERP and reporting systems; team player. Job # 7993PG. [http://adidas.jobpartners.com/jpapps/adidas_global/index.jsp](http://adidas.jobpartners.com/jpapps/adidas_global/index.jsp)
Europe/Eastern Europe


OPERATIONS ANALYST. EF Educational Tours Group. Lucerne, Switzerland. Quarterly reporting of worldwide results; data analysis and results-driven conclusions; identify areas for improvement; prepare data reports; audit data reports for accuracy; present information to management; create and improve existing reports and dashboards using a variety of Business Intelligence tools; help to drive the organization toward data-based decision making. Req MA/MS in statistics, mathematics, business, economics or computer science; 2 years experience; problem solver; self motivated; Excel/SQL proficient; knowledge of User Interface intuitive design principles; experience with statistics software.  http://www.jobsingeneva.com/ads-EF-Education-First-Operations-Analyst-46941.aspx

ENGLISH CO-TEACHER. Teach and Learn with Georgia. Tbilisi, Georgia. Full-time, temporary contract. Teach English about 30 hours per week; tutor host family in English; submit reports. Req AAS; fluent in English. Monthly stipend. http://www.idealist.org/view/job/NDo4jpH5lW4/

ONLINE EDITOR. Dow Jones. Frankfurt, Germany. News writing; editing; translating; research stories and blogs; help plan/design site; help disseminate content through social media. Req Experience in journalism; good knowledge of business and financial world; good writing skills; willing to work shifts; solid English language skills; ability to contribute to various journalistic media (online to video productions). Job # 100004873. http://www.djones.com/

REPORTER. Dow Jones. Frankfurt, Germany. Write messages; research trends; provide exclusive background stories to important German companies; open to other journalistic challenges in business and politics. Req Experience in journalism; good knowledge of business and financial world; good writing skills; willing to work shifts; solid English language skills; ability to contribute to various journalistic media (online to video productions). Job # 100004873. http://www.djones.com/

EDITOR. Dow Jones. Frankfurt, Germany. Provide a steady flow of messages through the agency; write; research; translate; edit; publish headlines, news, analysis; blogs, surveys and summaries. Req Experience in journalism; good knowledge of business and financial world; good writing skills; willing to work shifts; solid English language skills; ability to contribute to various journalistic media (online to video productions). Job # 100004873. http://www.djones.com/

EXHIBITION & DISPLAY TECHNICIAN. Imperial War Museum. London, UK. Assist with installation/de-installation of exhibits; assist with display case layouts; designing and producing museum and conservation grade mounts; hang works of art; unpack, photograph and record loan items; pack items to be return from display; gallery checks; complete object movement tickets; clean/redress cases; take day-to-day charge of exhibit props and equipment; maintain stocks; basic painting/carpentry jobs; handle inquiries; administrative tasks. Req BA/BSc; experience handling wide range of museum objects; recent experience making museum standards mounts; experience packing wide range of items to museum standards; meticulous record keeping; software savvy. Salary to 21,781 pounds per annum. App ddl: May 25, 2012. http://www.museumjobs.com/jobdetails.php?jobID=7098

FINANCIAL LANGUAGE EDITOR. S & P Capital IQ. London, UK. Identify/translate financial/non-financial information; build and maintain financial dictionaries and translation memories; conduct research; work with data collection teams to ensure accuracy of translated content; work with teams in global locations. Req BA/BSc; bilingual English-Turkish; solid understanding of company financial statements and financial terminology; experience in financial translation; meets deadlines. Job # 11000000AT. http://www.mcgraw-hill.com/site/careers

OFFICE MANAGER. ChildFinance. Amsterdam, Netherlands. Book travel and hotels for staff; manage small office expenditures; maintain supplies and equipment; organize internal meetings; help arrange travel visas; answer phones; prepare rooms and materials for meetings. Req 2 years experience; fluent in English-Dutch; additional language skills a plus; MS Office savvy; experience in travel arrangements and logistics; IT systems savvy; interest in nonprofit sector; good communication and presentation skills; ability to work in a small team; autonomous; structured style of working; knowledge of Salesforce a plus; legal ability to work in the Netherlands. App ddl: May 25, 2012. http://www.idealist.org/view/job/3233538FttxX/

PROJECT CURATOR-ICE AGE ART. British Museum. London, UK. Part-time position. Support project team; help plan related program of events; background research; picture research; picture acquisition; coordinate new photography; manage photographic orders; manage and file project documentation and communications; obtain necessary information on loans; maintain a digital database with object list and images. Req BA/BSc; good knowledge of Upper Paleolithic archeology a plus; French, German or Russian language skills desirable; good communication skills; team player. Job # 1249835. http://www.museumjobs.com/jobdetails.php?jobID=7096


CUSTOMER SERVICE & LOGISTICS INTERNSHIP. Procter & Gamble. Newcastle-upon-Tyne, UK. 12-month internship. Manage a portfolio of accounts; manage customer credit control; maintain accurate and up-to-date Customer Accounts; build relationships with customers; resolve issues. Req Currently enrolled in a graduate-level program; strong numerical, analytical and IT skills; good communication and interpersonal skills. Job # SNO00008563. http://www.pg.com/en_US/careers/career_main.shtml


WEB & ADMINISTRATIVE TEAM SUPPORT TRAINEE. Nestle Group. Vevey, Switzerland. 4-6 month position. Help with Intranet clean, maintenance and update; help launch the client dedicated platform; help organize meetings, seminars and workshops; administrative and research support. Req BA/BS; fluent in English; additional language skills a plus; MS Office/Web/Intranet savvy; Finance knowledge a plus. Job #120001AF. http://www.nestle.com/Jobs/NestleSwitzerland/Pages/Jobsearchapplication.aspx
CUSTOMER SERVICE REPRESENTATIVE. MoneyGram. Karlsruhe, Germany. Handle inquiries; complete transfer transactions; maintain filing systems and records; ensure security of funds; ensure that area is well stocked with literature and pricing information; prepare reports; obtain customer information and upload into system; ensure security of retail unit at all times. Req Solid customer service background; PC/MS Office savvy; excellent communication skills; adheres strictly to guidelines; fluent in English-German-French; additional language skills a plus. Job # 5727-12. 

http://jobs1-moneygram.icims.com/jobs/5727/job

SALES INTERN. G.E. Capital. Milano, Italy. Support Corporate Finance Team during projects analysis and during the advisory activities. Req BA/BS in finance or accounting; strong quantitative and analytical skills; bilingual English-Italian; solid knowledge of accounting; PC/MS Office literate; good interpersonal skills; team player. Job # 1530442. http://jobs.gecareers.com/job/Milano-Sales-Intern-Corporate-Finance Team Job-1832182/

TECHNICAL WRITER. G.E. Healthcare. Wessling, Germany. Translation management. Responsible for translation of products in the field of reporting and image processing in ultrasound diagnostics; translation management of medical terminology, software interfaces and user documentation in close cooperation with the translation vendors; organize translation reviews; proofreading and writing activities in American English in collaboration with the software developers. Req BA/BS in technical documentation or translation management; native English tongue; 2 years experience; knowledge of at least 2 foreign languages a plus; project management experience a plus; excellent communication skills; medical/software terminology savvy; familiar with authoring tools such as MS Office, DITA, XMetaL, and single source publishing. Job # 1540265. http://jobs.gecareers.com/job/Wessling-Technical-Writer-IHC-%28m%29-Job/1871751/

MARKETING ASSISTANT. NBC Universal. London, UK. Market Universal's theme parks and resorts; support the marketing team; liaise with trade partners, creative agencies and head office personnel in Orlando and Hollywood; briefing suppliers and agencies to produce creative and collateral to specification; report key metrics from co-op marketing activity; help ensure that collateral is relevant for the UL/EMEA markets; update and distribute weekly statistical reports; attend meetings; handle inquiries. Req Previous experience of working with licensed partner property; previous marketing experience; experience working within the travel industry; excellent communication and MS Office skills. Job # 5531BR. https://jobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25354&siteid=5108

DEVELOPMENT EDITOR. Elsevier. France. Management reviews; market analysis; review of competition; ensure compliance; monitor impact factor; help with promotion of journal; help develop electronic journals; represent group in meetings within the scientific community; ensure proper functioning of newsrooms. Req Scientific background; MS Office savvy; good organizational and creative skills; contacts within academia; able to manage multiple projects simultaneously. Job # L200009. http://www.elsevier.com/wps/find/job_search.careers

SALES EXECUTIVE-RUSSIAN SPEAKER. Platts. London, UK. Generate new subscriptions; establish contacts with relevant key decision-makers; welcoming and administering incoming leads; maintain expand database of qualified prospects; outbound calling; participate in selling campaigns. Req AAS; fluent in Russian; second European language a plus; excellent communication and customer service skills; strong organizational and time management and pipeline management skills; electronic news media sales a plus; proper telephone etiquette. Job 24497. http://www.mcgraw-hill.com/site/careers/job/search

CUSTOMER SERVICE/EXPORT SERVICE. Nestra. La Tour-de-Peilz, Switzerland. 2-year contract. Handle International Trade Terms such as letters of credit, import permits and licenses; maintain records; process orders and prepare invoices; route or relay orders. Req 2 years experience in international customer service; fluent in English; MS Office/SAP savvy. Job # 120001AX. https://nestle.taleo.net/careersection/3/moresearch.ftl?lang=en&location=2270452330

GLOBAL ACCOUNTS ASSOCIATE-AUTOMOTIVE. Google. Munich, Germany. Develop jointly with local sales team analysts and account managers leading edge and scales sales processes and tools to unlock incremental revenue with company's largest automotive advertisers; program-manage execution of Joint Business Plans across various Google products and services, regions, countries and local teams and channels; help develop scalable and leading edge solutions for automotive clients; build relationships. Req BA/BS; willing to travel up to 2 days per week; previous international work experience. http://www.google.com/about/jobs/locations/munich/salesam/global-accounts-associate-automotive-munich.html

ONLINE MEDIA ASSOCIATE, NEW GRAD. Google. Wroclaw, Poland. Customer service; provide analytical support; improve account performance; collaborate with other team members on new feature development. Req Recent BA/BS; strong academic performance; data analysis/reporting experience; attention to detail; fluent in English and French or German. http://www.google.com/intl/en/jobs/students/sga/undergrad/fulftime/emea/online-media-associate-multiple-languages-available-new-grad-wroclaw-1/index.html

TREASURY ANALYST. MoneyGram. London, UK. Leverage the Treasury Workstation and forecasting tools; foreign currency trade settlement activities; open/close bank accounts; analyze monthly bank fees; planning and forecasting bank fees; identifying fee opportunities; prepare bank fee plan for each budget year; prepare reports; maintain short-term cash forecasts; provide support to HR, Accounts Payable and Finance. Req BA/BS in finance, accounting or economics; qualified accountant; recent experience in treasury/global treasury operations; proficient in financial analysis, modeling and forecasting; fluent in English and either Spanish, French or Italian; strategic thinker; organizational and time management skills; attention to detail; strong communication skills; fast learner. Job # 5573-12. https://jobs1-moneygram.icims.com/jobs/5573/job
CUSTOMER SERVICE REPRESENTATIVE. MoneyGram. Kalrsuche, Germany. Handle inquiries; complete money transfer transactions; maintain filing systems; ensure that all monies received are stored securely; distribute promotional flyers to clients; prepare reports; obtain and record client information; ensure security of retail unit. Req Solid customer service experience; PC/MS Office savvy; good communication skills; fluent in German-French-English. Job # 5727-12. https://jobs1-moneygram.icims.com/jobs/5727/job

DEMAND & IMPORT PLANNER. The Nestle Group. La Tour de Peilz, Switzerland. Develop sales forecast and consensus demand plan. Req BA/BS; some experience in planning, supply chain or logistics; analytical and computer skills; fluent in English-French-German. Job # 1200016T. https://nestle.taleo.net/careersection/3/moresearch.ftl?lang=en&location=2270452333

JUNIOR CREDIT RISK ANALYST. General Electric. Milano, Italy. Review existing loan book; ensure all accounts are updated and accurately represented in the system; industries analysis; budgeting; credit risk analysis. Req BA/BS in Business Administration; fluent in English-Italian; MS Office proficient; extensive knowledge of Budget Sheet, Profit & Loss and Cash Flow structures; math acumen; interested in the industrial sector; stress resistant. Job # 1500442. http://www.jobsinmilan.com/ads-General-Electric-Junior-Risk-Analyst-stage-45876.aspx

Latin America/Caribbean

FINANCIAL ANALYST. GE Corporate. San Isidro, Peru. Get accurate monthly information (General Ledger); analyze the monthly activity; ensure that all transactions are recorded accurately; ensure compliance to datelines; establish procedures to comply and drive process improvement; comply with accounts reconciliation process; serve as key user; monitor system performance. Req BA/BS in Accounting; leadership skills; controller mindset; process oriented; basic knowledge of MS Office; strong English language skills; process oriented. Job # 1535428. http://jobs.gecareers.com/job/San-Isidro-Financial-Analyst-Job/1855047/


ADMINISTRATIVE ASSISTANT. Procter & Gamble. Mexico. Own projects; work with teams to generate new ideas; identify and implement improved processes; serve as information and communication managers; plan and schedule meetings and appointments; manage paper and electronic files; conduct research; handle travel and guest arrangements. Req AAS; legally eligible to work in Mexico; good English language skills; communication and leadership abilities; MS Office proficient. Job # 00001074. http://www.pg.com/en_US/careers/career_main.shtml


COORDINATOR-SUSTAINABLE RURAL DEVELOPMENT. CRACYP-Progreso Verde. Ecuador. Lead on-going development projects; facilitate intern projects; coordinate work of volunteers and interns; serve as “bridge” between intern and local community, helping the interns to work together and overcome cultural differences. Req AAS; fluent English-Spanish; leadership skills; people person; culturally sensitive; first aid training; physically fit; at least 23 years old; able to commit for 6 months or more. App ddl: May 20, 2012. http://www.idealist.org/view/job/Hks4bZmnpTBD/

SALES REPRESENTATIVE. ADP. San Juan, Puerto Rico. Network with key decision makers; prospect targets for ADP payroll and HR solutions; represent stand-alone products; cross-sell business outsourcing solutions. Req BA/BS; excellent communication skills; strong work ethic; driven; confident. Job # ESSM44348. http://www.adp.com/careers.aspx

ECONOMIC STATISTICS & COMMODITIES ANALYST. Bloomberg. Mexico City, Mexico. Sourcing and qualifying relevant macroeconomic and energy/commodities data; update and process data into Bloomberg database; maintain/enhance existing database; handle client queries; liaise with stakeholders. Req BA/BS in business-related field; interest in financial markets; knowledge of macroeconomics; excellent communication skills; fluent in Spanish. Job # 32893. http://www.bloomberg.com/careers/opportunities/job/show/32893/economics-statistics-commodities-analyst.html


CREDIT/COLLECTIONS ANALYST. Hewlett Packard. Barreal De Heredia, Costa Rica. Define project/business objectives; evaluate risk/reward implications to HP; manage client expectations; monitor project metrics; analyze trends. Req BA/BS in business or economics; 0-2 years experience; fluent in English; basic accounting knowledge basic understanding of HP order, dispute and collection processes; basic influence skills; familiar with computers; problem solver. Job # 798913. https://hp.taleo.net/careersection/2/jobsearch.ftl

United States-based

FIELD MARKETING COORDINATOR. SolarCity. Multiple Location, USA. Organize informational seminars; create/distribute marketing material; compile PR materials such as fact sheets pitch letters, etc; maintain marketing kits; assist managers to set objectives, timeline, and budget; post-event evaluations. Req BA/BS in Marketing, Business Communications or related field; bilingual English-Spanish a plus; 2 years experience; excellent communication skills; works well under pressure; detail oriented; strong work ethic; excellent PC/MS Office/Internet skills; fast learner; outgoing; positive attitude; driver's license; good driving history. http://www.solarcity.com/hr/588/73/Field-Marketing-Coordinator.aspx

RESEARCH ANALYST. Union Bank. South Gardena, CA. Sell products/services; develop relationships; make referrals as needed. Req 1 year experience; general working knowledge of consumer and small business products; excellent communication/PC/MS Office skills; bilingual English-Japanese highly preferred. https://uboc.taleo.net/careersection/10000/jobdetail.ftl?lang=en&job=301190&src=JB-10340

PATIENT ADVOCATE/CUSTOMER SERVICES. Cigna. Plano, TX. Schedule appointments by matching participant needs with coach availability; partner with coaches, clinical leads and clinical supervisors to provide seamless service for the customer outside of coaching; assign client to appropriate staff for assessment and counseling; point of contact for clients; make referrals; act as resource to others on non-routine work; help with training; provide guidance around procedures and workflows. Req BA/BS; 2 years experience; bilingual English-Spanish; strong communication, PC, and interpersonal skills; autonomous; Job # 81393. http://jobs.cigna.com/dallas/bilingual/jobid2347589-patient-advocate-customer-service-bilingual-spanish-jobs


SURGERY SCHEDULING CLERK. Kaiser Permanente. Bakersfield, CA. Schedule members for surgeries and procedures; maintain working knowledge of databases and computer systems; accurately completes forms and documents; coordinates referral processes; help resolve issues related to appointments and outcomes; type daily list of surgeries scheduled; maintain a constant working knowledge of automated appointment system. Req HS/GED; bilingual English-Spanish; 1 year experience; types 35wpm; referral/scheduling experience preferred; medical terminology. http://kp.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=132922

BILINGUAL SERVICE ASSOCIATE. Kaiser Permanente Georgia. Georgia. Patient scheduling; interpretation services; handles inquiries/questions; educates members on proper use of Health Plan systems and facilities; refers calls appropriately; maintains patient confidentiality; verified and updates patient demographics; enter data into automated systems; help train or orient new staff; participate in special projects as needed Req HS; formal training in interpretation; able to pass Qualified Bilingual Status Level One Assessment; 1 year experience; bilingual English and either Spanish, Vietnamese, Japanese, Chinese or Indian; PC savvy; good phone skills; good interpersonal, organizational, analytical and problem-solving skills. Job # 132704. http://kp.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=132704

CUSTOMER SERVICE REPRESENTATIVE. Teletech. Lorain, OH. Req HS/GED; 6 months customer service experience; 1 year financial experience preferred; Windows savvy; good multi-tasking skills; bilingual English-Spanish. https://teletech.taleo.net/careersection/5/jobdetail.ftl?job=512494&src=JB-16062

INBOUND SALES/CUSTOMER SERVICE. Dialogue Marketing. Orem, UT. Sell products/services; research/resolve issues; maintain high quality monitoring score. Req HS/GED; 1 year sales experience; type 30+wpm; detail oriented; adaptable; customer focused; excellent communication skills; team player. http://dialogue-marketing.iapplicants.com/ViewJob-16062.html

HUMAN RESOURCES ASSISTANT. Lyons. Fresno, CA. Point of contact for HR; pre-employment activities; event coordination; help with training/orientation; maintain all HR filing; ad hoc reports; distribute weekly paychecks; maintain time and attendance biometric software systems; reinforce positive employee relations; administrative duties. Req AAS; 2 years experience; MS Office/HR information Systems experience; discrete; excellent communication and organizational skills; good multi-tasking skills. Job # 88. http://the.taleo.net/NA7/ats/careers/requisition.jsp?org=LYONSMAGNUS&cws=1&rid=88&source=Indeed.com

FAMILY RESOURCE SPECIALIST. Miami Children's Hospital. Miami, FL. Keep inventory of equipment; ensure loan library is functioning; help complete AT documentation; ensure parents receive assistive technology in a timely manner; assist in development and distribution of necessary materials to ensure compliance with procedural safeguards; exchange information with community agencies concerning program and initiatives for children with disabilities; participate win meetings; participate in local/state organizations; attend training and workshops; participate in the clinic process; help revise program policies and procedures; provide technical assistance training and leadership for families. Req Bilingual English-Spanish highly preferred; good communication skills; relates well to children and families; adhere to guidelines and standards; work well under pressure; discrete. Job # 2247. https://mch.taleo.net/careersection/2/jobdetail.ftl?job=19420&src=CWS-10001

SALES REPRESENTATIVE. ADP. Bloomington, MN. Req BA/BS in a relevant field of study; keen drive; confident; strong communication skills; bilingual English-Spanish; strong work ethic. Job # CRPS43184. http://www.adp-jobs.com/

PHONE BANKER. Wells Fargo. Westlake, TX. Paid training. Sell products and services; achieve aggressive sales goals; handle inquiries. Req Bilingual English-Spanish; able to pass Spanish proficiency test; PC/Windows savvy; good at Google search. Job # 3601418. https://employment.wellsfargo.com/psp/PSEA/APPLICANT_NW/HRMS/c/HRS_HRAM.HRS_CE.GBL/Page=HRS_CE_HM_PRE&Action=A&SiteID=1&Open ing=3601418

Other

RECEPTION/OFFICE ASSISTANT. NBC Universal. Toronto, Ontario, Canada. Receptionist duties; administrative support; frontline customer service; phone duties. Req AAS; receptionist experience; excellent communication, organizational, time management and MS Office skills; autonomous; attention to detail. Job # 4972BR. http://www.nbunicareers.com/search_nbc
RESEARCH ASSISTANT. Standard & Poor's Insurance Ratings. Melbourne, Australia. Maintain centralized financial data base; help model financial information; develop spreadsheet statistics; develop and maintain a centralized source of news information; attend meetings; collate material for portfolio reviews; prepare materials for ratings publications and credit reports; help undertake sector analysis and commentaries; familiarization with rating criteria. Req BA/BS in commerce, finance or economics; 1 year experience; strong communication and interpersonal skills; team player. Job # 24550. http://www.mcgraw-hill.com/site/careers

SALES ASSISTANT-THEATRICAL. Universal Pictures International. Sydney, Australia. Communicate with exhibitors on release schedules and strategies; communicate censorship advice and film run times to exhibitors; monitor exhibitor websites; weekly programming discussions with exhibitors; arrange the allocation of of advertising and PR materials; collect market analysis data; liaise with Finance and Marketing; collect outstanding daily box office figures; upload ad hoc reports; support sales team; create and maintain a new National Exhibitor Database. Job # 5633BR. http://www.nbcunicareers.com/search_nbc/

INSIDE SALES REPRESENTATIVE. ADP. Dartmouth, Nova Scotia, Canada. Meet/exceed sales quotas; sell ADP products and services. Req AAS; 1 year experience; proven customer service skills; results driven; good communication skills. Job # ESCN37221. http://www.adp.com/careers.aspx

RESEARCH ADMINISTRATIVE OFFICER. University of Canberra. Canberra, Australia. Permanent, part-time position. Coordinate appointments and meetings; Word processing; handles correspondences; help compile reports; draft minutes; coordinate travel; provide reception to students and visitors; update web site; other duties as required. Req Good communication and organizational skills; meets deadlines; team player; meets deadlines; shows initiative; problem solver; Job # 120034. http://www.canberra.edu.au/jobs/vacancies/all

POST-DOCTORAL FELLOW-STATISTICAL MODELING. University of Canberra. Canberra, Australia. Fixed, 2-year full-time position. Data mining; data cleaning; development of population models and simulation; statistical testing to enhance validity of deployed models; application of models to inform public health policy. Req PhD in Statistical Modeling or Biostatistics; experience with data modeling and data base management. Salary to $98,972. Job # 120033. http://www.canberra.edu.au/jobs/vacancies/all

MARKETING COORDINATOR. G.E. Capital. Sydney, Australia. Manage marketing supplies and budget; ensure compliance; document control; chair weekly meetings; coordinate roundtable sessions; track/monitor marketing document approval; create/manage approval of mandatory salesforce communications; ad hoc projects. Req MA/MS; 2 years experience in marketing or insurance/financial setting; working knowledge of marketing communications; experience working with graphic design; ability to manage external suppliers; strong communication and organizational skills; attention to detail; ability to manage multiple projects. Job # 1533654. http://jobs.gecareers.com/job/Sydney-Marketing-Coordinator-Job/1857330/

RECEPTIONIST/OFFICE ASSISTANT. NBCUniversal. Toronto, Ontario, Canada. Customer services; clerical/administrative support; provide reception and switchboard services; liaise between employees and building management regarding vendors; resolve issues; serve as mailroom backup; PO processing. Req AAS; experience as receptionist; MS Office proficient; excellent communication and organizational skills; autonomous; team player; good time management skills. Job # 4972BR. https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25354&siteid=5108

ON-AIR COORDINATOR. Universal Networks International. Sydney, Australia. Contract position. Create key numbers and paperwork for each new promo production; book post production facilities; create a monthly make list and ensure promo delivery deadlines are met; manage promo inventory; reporting of music rights and their usage on promos; organize department resources for easy access and retrieval; program tape management. Req 2 years experience; good communication, interpersonal and organizational skills; MS Office Proficient; eye for detail; experience using Paradigm or similar Broadcast systems. Job # 5124BR. https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25354&siteid=5108


DEVELOPMENT EDITOR. Elsevier. Australia. Manuscript/content development; liaise with authors; coordinate reviews; ensure adherence to deadlines; plan and manage the development of content for e-learning resources; travel to meet authors and attend conferences . Req BA/BS; knowledge of the health science field; excellent communication and presentation skills; high integrity; results driven; takes initiative; problem solver; market research skills; autonomous; knowledge of the publishing process. Job # HEA000MZ. http://www.elsevier.com/wps/find/job_search.careers

SALES ASSOCIATE-MAJOR ACCOUNTS. ADP. Edmonton, Alberta, Canada. Phone canvassing; foot canvassing; vertical marketing; bank marketing; direct mail campaign; develop business plan; producer/exceed sales quota; maintain complete account profiles of all activities; ensure compliance; liaise between new client and ADP support groups; attend Roll Call meetings. Req BA/BS in Business Administration; 2 years experience; excellent prospecting skills; experience in B2B sales; proficient in developing strategic sales plans; access to vehicle. Job # ESN40433. http://www.adp.com/careers.aspx

Good luck! Next email issue: June 15, 2012