



CURRENT JOBS INTERNATIONAL

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The publisher does not knowingly place advertisements that discriminate or that are not bonafide vacancies. Positions are compiled from a variety of sources including vacancy announcements provided to the publisher, and other published sources. Please note that many employers do not acknowledge your application. Some employment procedures, in particular those of government agencies, can take four to six months.

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.idealists.org/view/job/fkwbZdNcgJNp/>

LIGHTING TECHNICIAN. Mouayed Film. Tripoli, Libya. In search of a lighting technician for TV comedy drama.12-week project. App ddl: May 22, 2012. <http://www.mandy.com/1/jobs3.cfm?v=49226659&skill=all&terr=liby>

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>

ACCOUNTANT-RETAIL. Alshaya. Kuwait. Substantiates/authenticates transactions; classifies and codes transactions; adhere to Company policies and procedures; reconciliations; make supplier payments on time. Job # JB1782937. <http://www.bayt.com/en/job/?xid=1782937>

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.idealists.org/view/job/9mGzhHN8XMJd/>

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>

CRM DELIVERY CUSTOMER SERVICE REPRESENTATIVE-FRENCH. IBM. Cairo, Egypt. Handle inquiries; service delivery support; education enrollment assistance; business partner service; database management. Req BA/BS; fluent in English-French. Job # GPSD-0485536. https://jobs3.netmedia1.com/cp/job_summary.jsp?job_id=GPSD-0485536

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, or 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; screen entertainment programming; help book programs; coordinate/liase 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/jobs3.cfm?v=49093396&skill=all&terr=mid>

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.idealists.org/view/job/Mz8hxXT7Cdw4/>

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.idealists.org/view/job/K5JT5TB3Fz5P/>

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.idealists.org/view/job/NtN66MBTX32D/>

Asia/Middle East

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 on-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.idealists.org/view/job/BknWd59K9SsP/>

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.idealists.org/view/job/d3zNhj4fFHSP/>

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>

ECONOMY REPORTER. Dow Jones. Seoul, South Korea. Break news of interest to financial markets; cover Korean economy, policy and markets; write fast headlines, compelling stories and incisive commentary. Req Reporting experience, preferably in a real time financial news environment; native-level Korean language skills; strong English writing skills. Job #100004716. <http://www.dowjones.com/>

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

ACCOUNT MANAGER. Procter & Gamble. Bangkok, Thailand. Develop relationships; develop/implement annual Joint Business Planning and business review with retailer/distributor; implement product launch and promotions in store; manage sales team. Req BA/BS/MA/MS new grads; strong leadership, interpersonal, problem solving skills; able to travel. Job # CBD00012936. 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; meets 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

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

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>

VIDEO EDITOR. Keyframe Productions. Bangalore, India. Req 1 year experience; autonomous; FinalCut Pro savvy; experience editing corporate videos, ad films and audio visuals. <http://www.mandy.com/1/jobs3.cfm?v=49150779&skill=all&terr=indi>

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 ddl: June 15, 2012. <http://www.idealists.org/view/job/TCMfs9xcfnxd/>

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>

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 ratings software and MS Office; meets deadlines; strong analytical and technical skills. Job # 5147BR. 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

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>

ANALYST. ADP. Makati City, Philippines. Answer incoming calls; data entry; update client information into system. Req AAS in business related discipline; 1 year experience; math acumen; experience using phone in high volume environment. Job # INTN31759. <http://www.adp-jobs.com/>

ASSISTANT-RESEARCH. Standard & Poor's Rating Services. Shanghai, China. Develop and maintain a centralized source of news 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/job-search>

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

Europe/Eastern Europe

PERSONAL ASSISTANT & COORDINATOR. Science Museum. London, UK. Part-time position. Support senior team members; customer service; represent the museum; maintain confidentiality; manage diaries; coordinate busy schedules. Req Advanced Excel skills; discrete. Salary to 22,000 pounds per annum. App ddl: June 6, 2012. <http://www.museumjobs.com/jobdetails.php?JobID=7100>

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.idealists.org/view/job/NDnn4psHStW4/>

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; able to contribute to various journalistic media (online to video productions). Job # 100004873. <http://www.dowjones.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; able to contribute to various journalistic media (online to video productions). Job # 100004873. <http://www.dowjones.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; able to contribute to various journalistic media (online to video productions). Job # 100004873. <http://www.dowjones.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/BS; experience handling wide range of museum objects; recent experience making museum standard 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 ensure accuracy of translated contents; work with teams in global locations. Req BA/BS; 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. ChldFinance. 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.idealists.org/view/job/323J538FdtSXd/>

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/BS; 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>

VIDEO EDITING INTERN-PUBLIC AFFAIRS DIRECTORATE. Oxford University. Oxford, UK. 1-month paid, full-time internship. Help with production of web video output; log interview and b-roll footage; edit short videos for University web site. Req Strong knowledge of video editing and Mac OS X; good organizational, interpersonal and time management skills. <http://www.mandy.com/1/jobs3.cfm?v=49349388&skill=all&terr=eur>

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 # SNO0000563. http://www.pg.com/en_US/careers/career_main.shtml

SUMMER FINANCE INTERNSHIP. Procter & Gamble. Budapest, Hungary. Paid internship. Work on real business projects; support current business strategies; cooperate with multifunctional and international team; build knowledge of business/technologies/applications. Req Currently enrolled as a junior or senior in a BA/BS program or in a graduate-level program in Finance; strong English-language and communication skills; problem solver; positive attitude. Job # FIN00002613. 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/NestleinSwitzerland/Pages/Jobsearchapplication.aspx>

PROGRAM MANAGEMENT INTERN -- JUNIOR PROGRAM COORDINATOR. Nestle Group. Vevey, Switzerland. Understand the internal ways of working within the NCE initiative; prepare an "as is" process description around roll out; monitoring and reporting; support in the design of an integrated and simplified "to be" process; support in the design of system requirements to track progress; develop and maintain internal tools for managing progress reports and deployment plans (Excel); take part in various program management projects. Req BA/BS; some experience; Excel proficient; takes initiative; meets deadlines; strong analytical skills; attention to detail; leadership qualities; previous experience in process mapping and design preferred; fluent in English. Job # 1200018M. <http://www.nestle.com/Jobs/NestleinSwitzerland/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. <https://jobs1-moneygram.icims.com/jobs/5727/job>

TREASURY ANALYST. MoneyGram. London, UK. Manage cash flow through assigned accounts; perform variance analysis, reporting and metrics; open/close bank accounts; foreign currency trade settlement activities; analyze monthly bank fees; planning and forecasting bank fees; prepare bank fees plan for each budget year; update forecasts quarterly; prepare/distribute statistical and/or regulatory reports to management; manage Consumer Liability cash safeguarding forecasting and monitoring process on a daily basis; maintain short-term cash forecasts for branch and subsidiary operating accounts; provide support to HR, Accounts Payable and Finance. Req BA/BS in accounting, finance, economics or related field; accountant certification; recent Treasury experience; proficient in financial analysis; fluent in English and either Spanish, French or Italian; organizational and time management skills; excellent communication skills. Job # 5573-12. <https://jobs1-moneygram.icims.com/jobs/5573/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-I-HC-%28mf%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://sjobs.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. Nestrade. La Tour-de-Peilz, Switzerland. 2-year contract. Handle International Trade Terms such as letters of credit, import permits and licenses; manage orders; 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=22704523330->

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/fulltime/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; ensure that area is well stocked; 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; controllership 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/>

PART-TIME INTERNSHIP. Procter & Gamble. Buenos Aires, Argentina. Part-time internship. Develop different and challenging projects in Sales, Logistics, Marketing, Finance, Customer Market Knowledge and Process Engineers. Req Currently enrolled in a BA/BS program with an expected graduation date of 2013/2014; legally eligible to work in Argentina; strong leadership and communication skills; excellent command of the English language. http://www.pg.com/en_US/careers/career_main.shtml

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

TEACHER-GRADES 7-9 ART/MUSIC/VOCATIONAL EDUCATION. Day-Star School. Honduras. Entry-level position. Teach 2 sections of Grade 7 Art & Music, 2 sections of Grade 9 Art & Music, and 2 sections of Grade 8 Vocational Education. Req BA/BS; English language skills. App ddl: June 8, 2012. <http://www.idealists.org/view/job/FspC7cg9fz5P/>

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 interns 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.idealists.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/economic-statistics-&-commodities-analyst.html>

HIGH SCHOOL ART TEACHER. Minerva Bilingual School. Honduras. Teach; be an integral part of a small, international team; make a difference in the lives of students of Gracias. Req BA/BS in an education-related subject. <http://www.idealists.org/view/job/S2T9Pw2WJkh4/>

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

BILINGUAL SALES REPRESENTATIVE. Aflac. Washington, DC. Training provided. Req Bilingual English-Spanish; good communication skills; sales experience a plus; team player. Job # 108570684. <http://jobview.monster.com/getjob.aspx?JobID=108570683>

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>

BILINGUAL OUTSIDE SALES ASSOCIATE-ENTRY LEVEL. ADP. Long Beach, CA. Req BA/BS; bilingual English-Spanish preferred; excellent communication skills. Job # ESS41820. <http://www.adp.com/careers.aspx>

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=132822>

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-146957.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://tbe.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 in 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&Opening=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.nbcunicareers.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 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 week 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

FINANCIAL PRODUCT SALES INTERNSHIP. Bloomberg. Sydney, Australia. 10-week internship beginning November 12, 2012. Req BA/BS in Business, Economics, International Relations, or Finance; passion for financial markets; team player; excellent communication, analytical and English language skills. Job # 32952. <http://www.bloomberg.com/careers/opportunities/job/show/32952/financial-product-sales-internship---sydney.html>

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; produce/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 # ESCN40433. <http://www.adp.com/careers.aspx>

Good luck!

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