Africa/Pan-Africa

GRAPHIC DESIGNER, MasterCard Worldwide. Nairobi, Kenya. Help bring new financial inclusion focused products to market; help prioritize graphic design requirements. Req BA/BS; entrepreneurial spirit; exp. in Adobe CS Suite, After Effects, CSS, HTML; proficient in all areas of graphic design; outstanding portfolio. http://www.my.jobs/nairobi-ken/graphic-designer/02b39aee3774588a220b156a9bd2c55/job/

GLOBAL DATA SUMMER INTERN, Bloomberg. Cape Town, South Africa. Maintain, improve and deliver information for the Bloomberg Terminal; identify innovative workflow efficiencies; implement technology solutions to improve processes and software; handle client inquiries; intake and distill raw data; liaise with technology teams. Req Interest in and understanding of the financial markets; good research and analytical skills; strong communication, technical, and multitasking skills; attention to detail; Fluent in either Scandinavian, German, Turkish, Hebrew and/or Russian; recent exp. in finance, business, statistics, data modeling or related discipline; problem-solver; enthusiasm and commitment to extracurricular activities. Job# 46187. http://jobs.bloomberg.com/job/Cape-Town-Global-Data-Summer-Intern%2C-Nov-Jan-Cape-Town/Job273322300/

BUSINESS DEVELOPMENT REPRESENTATIVE, Diageo. Mthatha, South Africa. Achieve sales targets; implement business plans, trading term compliance, cycle activity and KPI targets; implement sales driver activities; foster understanding collaboration and build relationship with key customers; database and credit management. Req BA/BS; SHL standard verbal and numerical scores; 2 yrs. FMCG sales exp; commercial exp. a plus; clear driving license. Job # 46741BR. http://www.diageo-careers.com/en-row/Pages/default.aspx

SALES EXECUTIVE, Qatar Airlines. Casablanca, Morocco. Meet allocated targets; update trade and corporate house about QR activities; manage accounts and key customers; maintain contact within travel industry, ministries, government houses, club, schools, etc; investigate and report all potential concerns. Req BA/BS in a related position; 2 yrs. sales exp; strong business development background; understands local market; customer-oriented; Fluent in English. Job # JBJB50061489. http://www.bayt.com/en/job/sales-executive/2d7c%2dqatar%2diworkdays%2d7c%2dcasablanca%2d2marocco%2d50061489/

GRAPHIC DESIGNER, Flat6Labs. Cairo, Egypt. Create visual branding material and required visuals for social media marketing designs; design layouts for internal and external promotional materials; help incubated startup companies design their pitch presentations; liaise with external printhouses on a regular basis to ensure deadlines are met; actualize Flat6Lab’s branding requirements; product new ideas and concepts that communicate Flat6Lab’s values and messages. Req 1 yr. exp; creative design skills; knowledge of social media channel designs; excellent communication and language skills; organized; proactive; attention to detail; ability to multi-task; graphic software savvy; familiar with Mac OS X and iWork software suite a plus. Job # JBJB3284196. http://www.bayt.com/en/job/graphic-designer/2d69%2df6labs%2d23284196/

LGs & BANKS RELATIONSHIP COORDINATOR, GE Healthcare. Cairo, Egypt. Initiate new LGs on ALOC System; complete all ALOC data; follow up on all aged LGs for work completion; follow up on extensions; filing; LG tracking; maintain bank relationships. Req BA/BS in business administration, finance, accounting or economics; 2 yrs. financial work exp. Job # 2169278. https://jobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=54&siteid=5346&jobid=1247934

FINANCIAL ANALYST, NCR. Nairobi, Kenya. Basic accounting transactions; administrative duties; collections reports, compilation, and generation; invoice management and filing; cooperate with inventory system; auditing. Req BA/BS; 1 yr. exp; MS Office savvy; CPA/ACCA pref; knowledge of Oracle systems a plus; AP savvy desirable. http://www.my.jobs/nairobi-ken/financial-analyst/82834a3e9052d61e61b5ab1715e94aff99/job/

FINANCE INTERN, GE Oil & Gas. Boufarik, Algeria. Understand balance sheep and P&L; work on specific project to support operations; help prepare reconciliation back up; help set up SOPs. Req Undergrad in finance or accounting; bilingual English-French; high achiever; computer literate; excellent communication, leadership, and interpersonal skills; motivated. Job # 2097634. https://jobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=54&siteid=5346&jobid=1237353

CUSTOMER SUPPORT REPRESENTATIVE, Uber. Cairo, Egypt. Remote position. Serve as voice of Uber; address ride questions and concerns; resolve issues; respond to inquiries; build relationships. Req BA/BS; strong communication and problem-solving skills; take charge; organized; bilingual English-Arabic; flexible. Job # JBJB3277134. http://www.bayt.com/en/job/customer-support-representative/2d26%2degypt%2d3277134/
SECRETARY. American University in Cairo. Cairo, Egypt. Assist the graduate program manager in all duties and administrative tasks; filing; maintain records, student databases, and enrollment records; office duties; handle room reservations; send announcements and invitations to students; communicate with registrar’s office to follow up on student forms and course scheduling; handle phone calls; other duties as assigned. Req BA/BS in business administration; 2 yrs exp; excellent communication, MS Office and multi-tasking skills; discrete; attention to detail; meets deadlines. http://www.aucegypt.edu/offices/HR/EmplOpp/Pages/Secretary-Office-of-Associate-Dean-for-Graduate-Studies-and-Research.aspx

BUSINESS DEVELOPMENT REPRESENTATIVE. Diageo. Johannesburg, South Africa. Manage sales volumes, value targets and KPI targets; implement business plans, trading compliance, cycle activity, perfect store activation & category management; implement sales driver activities; build relationships with key customers; database & credit management; 100 per cent customer calls completed on time. Req BA/BS; 2 yrs exp; SHL standard verbal and numerical scores; commercial experience a plus; clean driving license. Job # 46531BR. http://www.diageo-careers.com/en-row/Pages/default.aspx

Asia/Middle East

ANALYST. SNL Financial. Ahmedabad, India. Data processing; standardization, collection and validation of corporate financial data; keep up-to-date knowledge of content sets; understand industry trends; provide input and ideas for new collection methods and product enhancements; resolve issues. Req MA/MS in finance or accounting; ability to multi-task; solid understanding of balance sheet, income statement, cash flow statements; computer literate; takes initiative; attention to detail; strong quantitative, analytical and interpretative skills. http://snl.hrmdirect.com/employment/job-opening.php?req=258020a

GIS INTERN. SNL Financial. Ahmedabad, India. Data gathering and tracking; keeps up-to-date knowledge of content sets; build industry knowledge; provide input and ideas for new collection methods and product enhancements; reviews feedback; keeps up-to-date on industry trends; resolves issues. Req BA/BS in geography; MA/MS in geo-informatics; GIS savvy pref; strong writing and English language skills. http://snl.hrmdirect.com/employment/job-opening.php?req=262445a

DATA CONTRIBUTIONS REPRESENTATIVE. Bloomberg. Seoul, South Korea. Liaise with pricing contributors; maintain data on system; help clients with software installation; troubleshoot data feed issues; user training. Req BA/BS; excellent communication and customer service skills; keen interest in financial markets; attention to detail; organized; autonomous; fluent in English. Job # 45345. http://jobs.bloomberg.com/job/Seoul-Data-Contributions-Representative-Seoul-6-Months-Contract-Job/258932700/

GRAPHIC DESIGNER. Flipside Corporation ME. Dubai, UAE. Conceptualize ideas and designs. Req BA/BS in graphic arts or visual communications; 2 yrs exp; age 24-40 yrs; Adobe graphic software guru; exp. working in branding, advertising, logo creation, company identity creation, poster designs, layout, and pagination a plus; strong project management skills; customer-oriented; creative; organized; works well under pressure; bilingual English-Arabic pref; printing press artwork preparation exp. a plus. Job # JB3284105. http://www.bayt.com/en/job/graphic%2ddesigner%2din%2duae%2d3284105/

CONTENT SPECIALIST. Dow Jones. Singapore. Ensure that data is loaded onto the products according to guidelines; handle customer queries and company record; code news stories; ensure that coding-related databases and systems tools are kept up-to-date. Req BA/BS in business or economics; strong communication and internal customer focus skills; keen interest/knowledge in current affairs; computer literate; bilingual English-Bahasa Indonesia/Melayu. http://dowjones.jobs/singapore-sgp/content-specialist-english-bahasa-indonesia/melayu/CB9164DBD15A47C68FB1700FF065A59E/job/

EXECUTIVE SECRETARY. Arasco. Riyadh, Saudi Arabia. Handle telephone messages; direct general public to appropriate staff member; maintain files; event/meeting preparations; inventory; handle inquiries; type confidential documents. Req Analytical and documentation skills; MS Office/Outlook savvy; follow up on time and interpersonal skills; excellent English language skills. Job # JB50064545. http://www.bayt.com/en/job/executive%2dsecretary%2din%2dsaudi%2darabia%2d50064545/

JUNIOR DESIGNER. JO Branding Advertising. Lebanon. Liaise with clients; develop concepts, graphics and layouts; manage client proposals; determine size/arrangement of illustrative copy; prepare proposals and presentations; liaise with external printers and suppliers. Req BA/BS; excellent IT, photo editing, organizational, time management and multitasking skills; internet and social media savvy; accurate; attention to detail; meets deadlines; professional; bilingual English-Arabic; French language skills a plus. Job # JB3283604. http://www.bayt.com/en/job/junior%2ddesigner%2din%2dlebanon%2d3283604/

HR & ADMINISTRATION OFFICER. Diageo. Lebanon. Drive the payroll process; maintain and track personnel files; recruitment coordination; office management; gather HR data; ensure employees fulfill their health and safety responsibilities; help with onboarding. Req 1 yr exp; excellent analytical, Excel, organizational and prioritizing skills; goal-oriented; self-starter. Job # 467708R. http://www.diageo-careers.com/en-row/Pages/default.aspx

PRODUCT MANAGER. S&P Capital IQ. Tokyo, Japan. Product demonstrations; installations; template-building; query-building; data research; training and support to clients; deploy data feed solutions at client sites; migrate clients to new product versions; build/manage relationship with clients. Req BA/BS in finance, accounting or economics; CFA pref; strong understanding of credit ratings; exp. with operating systems configurations; understands FTP protocols and firewall proxy settings; bilingual English-Japanese. Job # 209265. http://careers.mfi.com/ShowJob/Id/516497/Product-Manager-Datafeed-(S-P-Capital-IQ)/

RESEARCH OPERATIONS ANALYST. S&P Capital IQ. Hong Kong. Validate sales contacts; make entitlement submissions across brokers; generate client-ready entitlement grids; analyze entitlements; monitor IDs; identify entitlement issues; analyze and troubleshoot Client Support Requests (CSR); understand the nuances of the CIQ Investment Research product. Req Sense of urgency; follow up skills; attention to detail; ability to multitask; prioritize and build relationships; strong writing, communication, and time management skills; PC savvy; data entry pro; MS Office pro; fluent in a second language. Job # 207238. http://careers.mfi.com/ShowJob/Id/465104/Analyst-Research-Operations-(S-P-Capital-IQ)/

ACCOUNT MANAGER. S&P Capital IQ. Shanghai, China. Creating and updating detailed financial models; assisting clients with ideas for sales; facilitate interactive group/individual trainings; consult prospective clients on methods to improve workflow efficiency and effectiveness. Req BA/BS; MBA, CFA or CPA candidates pref; 2 yrs exp; bilingual English-Mandarin; extensive professional network in the financial services industry throughout China; excellent analytical capabilities; strong comm and presentation skills; autonomous. Job # 209011. http://careers.mfi.com/ShowJob/Id/506511/Account-Manger-(S-P-Capital-IQ)/
TALENT & REWARDS ANALYST. Towers Watson. Riyadh, Saudi Arabia. Provide compensation advice; help prepare draft proposals; project support; review existing strategic rewards; undertake job design, evaluation, and salary modeling; competency models, succession planning, talent strategies; role profiling of key jobs across the clients’ business; client workshops, interviews, and focus groups; build client relationships; keep abreast with market knowledge. Req BA/BS in mathematics or economics; 1 yr. exp; strong quantitative and analytical skills; strong writing, business, and interpersonal skills; team player; autonomous; fluent in English; MS Office savvy; accountable. Job # 16792. http://careers.towerswatson.com/careers/search/experienced-professionals/

COLLECTIONS ANALYST. Towers Watson. Manila, Philippines. Monitor client accounts; make client contacts; manage contacts; escalate as needed; process dunning letters; ensure compliance; recommend improvements; understand the billing processes, policies, procedures and internal control standards. Req AAS in finance or accounting; fluent in Mandarin; adaptable; ability to interpret and analyze financial data; works well under pressure; autonomous; ability to multitask; MS Office pro; meets deadlines. Job # 18493. http://careers.towerswatson.com/careers/search/experienced-professionals/

ADS QUALITY OPERATIONS ENFORCEMENT ANALYST. Google. Tokyo, Japan. Help prioritize product growth; ensure compliance on AdWords and AdExchange policy; fraud investigations; review vendor data; identify and aggregate ad products abuse trends; promote the understanding of policies through documentation and presentations. Req BA/BS; exp. with online ad industry; business level English-Japanese-Korean language skills; ability to perform complex data analytics; knowledge of AdWords policy; leadership skills; problem-solver; logical thinking skills; ability to maintain good relationships with local and global stakeholders. https://www.google.com/about/careers/search/#t=jo&jid=120335001&

PAYROLL & BENEFITS SPECIALIST. GE Global Operations. Shanghai, China. Payroll execution; handle queries; help administer pension movement and audit; help with benefits operation; drive vendor delivery per SLA; manage vendor performance; review as-is process; identify and lead improvement plan; take lead on local implementation of global projects; help drive hub penetration. Req BA/BS; trilingual English-Korean-Mandarin; good change management skills; works well under pressure; eager to learn; initiative; attention to detail; MS Office savvy. Job # 2170463. https://jobs.brassring.com/rwswebhost/jobdetails.aspx?partnerid=54&sid=5346&jobid=1247713

RESEARCH EDITOR. Dow Jones. Singapore. Research create records of individuals who meet specified coverage criteria ; ensure that volume targets are met. Req BA/BS; bilingual English and either Thai or Vietnamese; strong knowledge of criminal news; solid research, organizational, and communication skills; MS Office savvy; excellent reading skills; eye for detail; able to handle large volumes of information; meets deadlines. Job # 2015-26217. http://dowjonesjobs.singapore.zyresearcheditor-bilingual/4EAF37EF34D4C59D8BEFE532004B0/job/

ACCOUNT COORDINATOR. Waggener Edstrom. Beijing, China. Learn about global communication trends; research; create media lists; engage with secondary influences; help create outreach materials; monitor social media profiles; increase knowledge of social/digital technologies; read industry news; draft and coordinate production of internal/external materials; coordinate projects; help with logistics for client events; understand client business; monitor and report global competitive and industry coverage. Req BA/BS in communications, journalism, English, or related field; 0-1 yr. exp; computer/MS Office literate; understands role of media; good writing, multi-tasking, and English language skills; organized; initiative; excellent copywriting skills; meets deadlines; team player. Job # 6934. https://jobs-waggeneredstrom.icims.com/jobs/6934/account-coordinator---public-relations/job

CLINICAL RESEARCH ASSISTANT. Covance. Turkey. Document review; query generation and resolution/reconciliation; manage study supplies; organize shipments; maintain files, tools, and systems; administrative duties. Req BA/BS in life sciences; basic understanding of biology and biological processes; computer literate; fluent in English; good communication, organizational, time management and multi-tasking skills. http://covancejobs.virtual-tur/clinical-research-assistant/C5DFEC294B345F85D4CD3BD5F85DF4F48/job/

ACCOUNT EXECUTIVE. Waggener Edstrom. Hong Kong. Serve as media point of contact; outreach; brainstorming; strategic campaign development; analyses; create digital/social media strategies; promote news on social properties; client engagement; help develop/implement communication strategies; serve in lead research role; identify opportunities; mentor junior level staff. Req BA/BS in communications, journalism, marketing, English or related field; 2 yrs. exp; strong presentation, research, interpersonal, organizational, multi-tasking, social media, and MS Office skills; computer literate; exp. writing and developing materials; meets deadlines; team player. Job # 6966. https://jobs-waggeneredstrom.icims.com/jobs/6966/account-executive---public-relations/job

FINANCIAL AUDITOR. Google. Singapore. Design/execute financial, operational, compliance and SOX audit programs; assess new, or changes to existing, processes to identify financial and operational risks before launch and recommending improvements; prepare audit reports; communicate, educate and influence process owners; interpret the significance of audit findings and make conclusions/recommendations. Req BA/BS in finance, accounting or business; CPA/CA/CIA or related exp; audit exp, in financial and operational risks; leadership skills; ability to navigate through ambiguity. https://www.google.com/about/careers/search/#t=jobid=118285001&

CREDIT/COLLECTIONS ANALYST. HP. Kuala Lumpur, Malaysia. Analyze and recommend customer credit limits; investigate potential credit fraud; resolve credit issues; negotiate down payments; analyze account delinquencies; initiate the dispute resolution process. Req BA/BS; 2 yrs. exp; good writing, prioritizing, communication, and negotiating skills; accounting knowledge; problem-solver; basic computer skills; basic understanding of risk mitigation tools; understands HP’S order management and dispute management processes. Job # 1425907. https://hp телео.net/careers/search/2/jobsearch.ftl

PROJECT ACCOUNTANT. Weber Shandwick. Shanghai, China. Project accounting tasks; ensure all revenue is backed up by correct client documentation; invoice to clients; maintain revenue worksheet; clean up deferred accounts; new customer applications; master file maintenance; assist with audit queries; handle queries; other duties as assigned. Req BA/BS; 2 yrs. exp; SAAP savvy; good communication, Excel, organizational, prioritizing, and English language skills. Job # 001241. https://hp телео.net/careers/search/ws_ext_cs/jobdetail.ftl?jobid=001241

DIGITAL PR INTERN. Mediaco. Singapore. Research; observe online activity of model organizations; research/report on social media best practices; digital media projects; social media monitoring; maintain client presence on social media; help create and publish content relevant to customer base; analyze and report on the activity on social media networks; archive digital images, videos, and other content. Req Creative self-starter; willing to learn; detail-oriented; analytical; strong writing, analytical, organizational; time management, and communication, and English language skills; social media savvy; meets deadlines; able to start immediately and commit until December 2015; MS Office savvy; exp. in digital media and photo-editing software savvy; passion for digital and social media; adept at mining news for relevant content; good multi-tasking skills. Job # 001219. https://hp телео.net/careers/search/ws_ext_cs/jobdetail.ftl?jobid=001219
DATA STRATEGIST. Google. Singapore. Data mining; build data pipelines and scripts; engage with the broader sales and marketing teams to understand strategic priorities; identify potential recommendations that will resonate with publishers. Req BA/BS in mathematics, statistics, economics or related subject; exp. working with large datasets/warehouses, SQL, Python, R, HTML, JavaScript, or other languages; exp. with statistical and quantitative modeling and working with a software development version control system (e.g., Perforce, Git, etc); excellent communication skills. https://www.google.com/about/careers/search?hl=en&ojid=113815001&

ACCOUNT STRATEGIST. Google. Hong Kong. Account management; promote improvement ideas; increase Google AdSense, AdMob and other Google products for partners; establish partnerships with new publishers/developers; analyze data, trends and account performance; develop account plans for publishers; collaborate with other members of the organization to develop scalable initiatives for the larger pool of publishers to drive business growth and customer satisfaction. Req BA/BS; exo. developing and pitching ad solutions; trilingual English-Cantonese-Mandarin; exp. in internet, advertising, e-commerce, publishing, online services and ad sales; good negotiation skills; autonomous; analytical, strategic thinking skills. https://www.google.com/about/careers/search?hl=en&ojid=190075001&

CORPORATE RECEPTIONIST. Parexel. Tel Aviv, Israel. Part-time, permanent position. General support; screen calls; administrative duties; coordinate travel and transport arrangements; coordinate meeting schedule; handle mail and correspondence. Req HS; bilingual English-Hebrew; customer service exp; excellent interpersonal and telephone skills; organized; demonstrated knowledge in coordination and competence for communication at all levels. Job # pare-10043376. https://www.parexel.com

SALES COORDINATOR. Forum International. Dubai, UAE. Attend to back-to-back logistics calls; coordinate internally and between departments; documentation; customer service; prepare quotations and deliveries. Req BA/BS; similar exp; strong communication skills; good multi-tasking skills; MS Office savvy. Job # JB3277409. http://www.bayt.com/en/job/sales%20coordinator%20din%20uae%2d3277409/

CHINA COLUMNIST. Thomson Reuters. Hong Kong. Write strong, original views on Chinese business, finance and economics; develop contacts with senior executives, policymakers, and analysts; participate in conferences; appear on radio and TV; create robust social media presence. Req Demonstrable ability to generate agenda-setting ideas for a global financial audience; firm knowledge of Chinese economy, business, and financial landscape; good working knowledge of Chinese language; familiar with key concepts of evaluation and financial analysis; meets deadlines. Job # JREQ039056. http://jobs.thomsonreuters.com/job/Hong-Kong-China-columnist%2c-Reuters-Breakingviews-Job260311100%2f?fromsmail&refid=5968834

ASSISTANT MANAGER. Newell Rubbermaid. Bangkok, Thailand. Support development of integrated marketing plan; provide creative direction for communication platforms and materials to support the integrated plan; execute integrated plan in a timely manner; help to adapt product info to assist regional sell-in; manage artwork changes and obtain approval in Market Logic; execute assigned promotions; coordinate program logistics; obtain approvals; compile reports and summaries; support management of onsite events; manage reports and summaries; project/process management; agency/supplier and talent management. Req MA/MS in business administration preferred; 2 yrs. exp; excellent writing, communication and collaboration skills; self-motivated; ability to execute multiple projects simultaneously; time management and organizational skills. Job # 1405148. http://jobs.newellrubbermaid.com/th/bangkok/all/jobid6558569-astt-manager-brand-activation-jobs

ASSISTANT MANAGER. Adidas Group. Herzogenaurach, Germany. Structuring, editing, interpreting, and analyzing data; reports; deliver presentable data; user training; manage community sites; serve as key SAP user; provide feedback on system improvements and needs; certain talent management tasks; help develop CoE Talent system support model. Req BA/BS in business; 1 yr. exp in HR and HR systems; SAP, MS Office savvy; exp. in process improvement; customer-focused; attention to detail; ability to multi-task; international mindset; fluent in English; data/techno savvy; analytical; enjoys system and repetitive operational work. http://adidas-group.jobs/herzogenaurach-deu/assistant-manager-talent-management-systems-reporting/15A4A57FD6254611A37D16E12376B5DA/job/

STUDENT ASSISTANT. Deutsche Borse Group. Frankfurt, Germany. Create documentation to support and coordinate internal processes; coordinate activities and cooperation with other internal departments; track identified actions; participate in meetings; help other team members in administrative/organizational tasks. Req Undergrad/grad student; bilingual English-German; MS Office competent; good analytical, organizational, and communication skills; financial background and interest or exp. n exchange trading pref. http://www.jobinfrankfurt.com/ads-Deutsche-Borse-AG-Student-Assistant-Product-Delivery-English-Geramn-72138.aspx

FINANCIAL ANALYST. GE Lighting. Budapest, Hungary, Reports; control expense and investment spending; track and prepare reports; monthly closing process; labor-tracking audits; support the technology finance team with ad hoc reports; project administration in SAP. Req Undergrad/grad recent grad in finance, accounting or economics; self-starter; meets deadlines; good communication, analytical, and problem-solving skills; bilingual English-Hungarian. Job # 2185907. https://xjobs.brassring.com/tgwebstg/jobdetails.aspx?partnerid=54&siteid=5346&jobid=1249489

SALES ASSISTANT. Turner Broadcasting. Paris, France. Monitor/Implement TV and internet ad campaigns; book/track campaigns; TV book ad space, web, mobile on internal traffic systems and monitor in cooperation with our technical services in the UK ad the USA; manage/post ad materials; competitive intelligence; monitor contracts, billing and control all relevant correspondence; administrative support of sales team; reports; review TV and digital campaigns; support the organization of events and meetings; update database of contacts; organize team travel. Req BA/BS; 2 yrs. exp; strong English language skills; exp. in digital media agency desirable; customer service skills. Job # 1469638R. http://www.my.jobs/paris-fr/sales-assistant/E790503A20FC4C85AF567CDD488C2E4/Job/

LOGISTICS REPRESENTATIVE. Bloomberg. London, UK. Build relationships; produce shipping documentation; coordinate the routing/booking of shipments; identify/prioritize transactions which require special documentation and/or handling; track and trace shipments; research and resolve issues. Req Working knowledge of freight forwarding and international trade terminology and Incoterms; strong customer service skills; analytical; fluent in English; bilingual pref. exp. in SAP and Transportation Management software; MS Office pro; autonomous. Job # 46180. http://jobs.bloomberg.com/job/London-Logistics-Representative-Job/273058700/

Europe/Eastern Europe

ASSISTANT MANAGER. Adidas Group. Herzogenaurach, Germany. Structuring, editing, interpreting, and analyzing data; reports; deliver presentable data; user training; manage community sites; serve as key SAP user; provide feedback on system improvements and needs; certain talent management tasks; help develop CoE Talent system support model. Req BA/BS in business; 1 yr. exp in HR and HR systems; SAP, MS Office savvy; exp. in process improvement; customer-focused; attention to detail; ability to multi-task; international mindset; fluent in English; data/techno savvy; analytical; enjoys system and repetitive operational work. http://adidas-group.jobs/herzogenaurach-deu/assistant-manager-talent-management-systems-reporting/15A4A57FD6254611A37D16E12376B5DA/job/

STUDENT ASSISTANT. Deutsche Borse Group. Frankfurt, Germany. Create documentation to support and coordinate internal processes; coordinate activities and cooperation with other internal departments; track identified actions; participate in meetings; help other team members in administrative/organizational tasks. Req Undergrad/grad student; bilingual English-German; MS Office competent; good analytical, organizational, and communication skills; financial background and interest or exp. n exchange trading pref. http://www.jobinfrankfurt.com/ads-Deutsche-Borse-AG-Student-Assistant-Product-Delivery-English-Geramn-72138.aspx

FINANCIAL ANALYST. GE Lighting. Budapest, Hungary, Reports; control expense and investment spending; track and prepare reports; monthly closing process; labor-tracking audits; support the technology finance team with ad hoc reports; project administration in SAP. Req Undergrad/grad recent grad in finance, accounting or economics; self-starter; meets deadlines; good communication, analytical, and problem-solving skills; bilingual English-Hungarian. Job # 2185907. https://xjobs.brassring.com/tgwebstg/jobdetails.aspx?partnerid=54&siteid=5346&jobid=1249489

SALES ASSISTANT. Turner Broadcasting. Paris, France. Monitor/Implement TV and internet ad campaigns; book/track campaigns; TV book ad space, web, mobile on internal traffic systems and monitor in cooperation with our technical services in the UK ad the USA; manage/post ad materials; competitive intelligence; monitor contracts, billing and control all relevant correspondence; administrative support of sales team; reports; review TV and digital campaigns; support the organization of events and meetings; update database of contacts; organize team travel. Req BA/BS; 2 yrs. exp; strong English language skills; exp. in digital media agency desirable; customer service skills. Job # 1469638R. http://www.my.jobs/paris-fr/sales-assistant/E790503A20FC4C85AF567CDD488C2E4/Job/

LOGISTICS REPRESENTATIVE. Bloomberg. London, UK. Build relationships; produce shipping documentation; coordinate the routing/booking of shipments; identify/prioritize transactions which require special documentation and/or handling; track and trace shipments; research and resolve issues. Req Working knowledge of freight forwarding and international trade terminology and Incoterms; strong customer service skills; analytical; fluent in English; bilingual pref. exp. in SAP and Transportation Management software; MS Office pro; autonomous. Job # 46180. http://jobs.bloomberg.com/job/London-Logistics-Representative-Job/273058700/
CONTENT MARKETING AND ONLINE SUPPORT INTERN. Samsung. Italy. Manage apps and services from an editorial point of view; manage local tools to contact customers to promote apps and services; testing and definition of user experiences; build relationship with the headquarters for the correct localization of all Samsung services; support marketing plans implementation; market trend analyses. Req BA/BS; Master’s degree pref; computer and office automation software savvy; strong English language, communication and interpersonal skills. Job # 247134; https://careers.us.samsung.com/careers/svc/app/viewSearchJob


BUSINESS OPERATIONS COORDINATOR. Covance. Brussels, Belgium. Develop, collect, review, and analyze business information to support the logistics and operational management business operations activities; resource allocation; recruitment; on-boarding; developing marketing tools; identify issues and resolutions; meeting coordination; other duties as assigned. Req BA/BS in life sciences; relevant administrative exp; MS Office guru; good writing, presentation, and communication skills; good prioritizing skills; able to travel; team player. http://covance.jobs/brussels-bel/business-operations-coordinator/E9545418993CF4B5CA09B1947E30858B18/job

CUSTOMER EXPERIENCE ASSOCIATE. Platts. London, UK. Post-sales support; answer customer questions; develop/run metrics to ensure all customers are engaged on the platform; maintain and develop training material for Xplore platform; build relations with customers; up-sell; monitor, collect and report knowledge collected from customer interaction; communicate and liaise with customers to hear with the market is asking for to help develop products and create new opportunities. Req Customer service exp; excellent writing, communication, interpersonal, planning, prioritizing, and organizational skills; training exp; analytical skills; flexible. Bilingual English and another EU language. Job # 208998. http://careers.mhfi.com/ShowJob/Id/512666/Customer-Experience-Associate/

CORPORATE SALES MANAGER. Engenia. Frankfurt, Germany. Sell new corporate accounts; develop consultative relationships; client satisfaction; meet/exceed annual quota for bookings; respond to leads; develop key vendor partnerships; ensure product differentiation. Req BA/BS pref; strong sense of ownership; significant prior exp. selling software packages or technical services; ability to work across teams; ability to document good sales results; quick learner; creative; strong writing and communication skills; bilingual English-German; CRM exp. pref. Job # 31725. http://www.jobsinfrankfurt.com/ads-Expedia-Inc-Corporate-Sales-Manager-English-German-70568.aspx

PRODUCT QUALITY ANALYST. Google. Zurich, Switzerland. Conduct fraud investigations; data analyses; process improvements; identify automation opportunities; manage and respond to escalations; become an expert in product quality. Req BA/BS in mathematics or statistics; exp. synthesizing information and data analysis; exp. deriving a set of valid abuse signals from a large data set; exp. with fraud investigations and in delivering/managing projects that involve multiple stakeholders from different areas; familiar in coding; programming language and statistical software; ability to identify workflow issues and to optimize/scale processes. https://www.google.com/about/careers/search?siteurl=jobs&jid=201324501&

DATA INTEGRITY ANALYST. Dow Jones. Barcelona, Spain. Oversee the acquisition and maintenance of global financial data derived from multiple sources; identify erroneous data points; troubleshoot and resolve issues; resolve ad hoc data queries; perform UAT of new or enhanced system functionality; help with training; special projects. Req BA/BS; fluent in English; interest and understanding of financial markets; exp. liaising with third-party vendor; excellent writing and communication, MS Office and Gmail skills; VBA/SQL savvy preferred. http://dowjonies.jobs/barcelona-esp/data-integrity-analyst/24866EF3DE6e432DBE7D108A0DF6A27/job

MARKETING COMMUNICATIONS COORDINATOR. Bombadier Aerospace. Stockholm, Sweden. Provide support to the Marketing Communications on all major global events; lead delivery of smaller conferences; develop sales collateral; research/production of newsflashes and articles; update website; coordinate budget/purchase order; ensure the needs and requirements of RCS HQ and main site functions in Sweden are met. Req 2 yrs. exp. in marketing and communications, B2B marketing, event management and in an international environment; bilingual English-Swedish; excellent communication and copywriting skill; attention to detail. http://www.jobsinstockholm.com/ads-Bombardier-Aerospace-Marketing-Communications-Coordinator-English-native-language-Swedish-69847.aspx

INDUSTRY MANAGER. Google. Paris, France. Book/manage clients; serve as liaison to clients regarding new product launches and advertising opportunities; provide campaign updates; manage ongoing customer training; identify new business opportunities. Req BA/BS; strong knowledge of the search industry and Google products; works well under pressure; excellent writing and communication skills; bilingual English-French. https://www.google.com/about/careers/search?siteurl=jobs&jid=12315001&

FINANCIAL ANALYST. Google. London, UK. Understand industry trends; advise on pricing, structuring and working on contractual terms; structure and communicate complex business issues; champion Google’s overall and long-term interests; make resourcing recommendations. Req BA/BS; exp. at a management consulting firm; excellent business judgment, communication, interpersonal, problem-solving, and analytical skills. https://www.google.com/about/careers/search?siteurl=jobs&jid=115945001&

MEDICAL WRITER. Covance. London, UK. Literature searches; data analysis; economic modeling; development of evidence-based arguments; conduct market research interviews; develop visually impactful communication materials. Req MA/MS in life science or economics; excellent writing, communication, and analytical skills. Creative; attention to detail. http://covance.jobs/london-gb/medical-writer/FF88FE4DCC777E4F739E6D3705D923B/job

ADMINISTRATIVE ASSISTANT. Towers Watson. Lisbon, Portugal. Become the backup provider for management information on time records, cross charges, etc. and to produce cross charge schedules; send Outlook reminders; filling; archiving; request and set up TCT sites; keep the EVC administration manual updates; book meetings; request IT equipment/installation; arrange supplies and installation of material for office equipment; assist with timescard submissions, security passes, etc; update holiday registers. Req Exp. in a similar role; good communication and English language skills, Excel savvy; MS Office exp; confident; flexible; professional; organized; food multi-tasking skills; reliable; proactive. Job # 19014. http://careers.towerswatson.com/careers/search/experienced-professionals/

VIDEO WRITER. AOL. London, UK. Drive video views and audience engagement; search for and identify video content; build a strong knowledge of the content of the video library; lead and manage real-time video programming; create, program, and review homepage promotions; develop editorial processes to maximize the timely use of video assets from a wide range of partners; help build and deliver franchises; maintain a watching brief on the AOL video portal; help identify gaps in content; evangelize AOL video content. Req BA/BS; demonstrable and relevant exp; excellent communication, time management skills; technical and creative; attention to detail; start-up mentality; Photoshop savvy; excellent communication, organizational, and interpersonal skills; flexible; French and/or German language skills a plus; proven track record of setting goals and delivering on targets; self-motivated. https://www.smartrecruiters.com/Aol/83269094-video-editor
PRODUCTION ARTIST. Avery Dennison. Ancarano, Italy. Create/convert artwork to production; coordinate with applicable functional areas about jobs and specifications to ensure good communication and accuracy; create weave files for woven label products; interpret approved graphic art; contribute ideas and suggestions; help generate electronic files to make woven label samples and products; help ensure weaves are compatible with internal manufacturing specifications; receives and imports electronic art files; communicate with internal functions as needed to verify current manufacturing standards; complete work within established turnaround times; maintain knowledge and understanding of competitor products and industry weaving technologies. Req Certificate in graphic arts; graphic software pro; PC savvy; good communication and English language skills; skills in effectively planning and organizing work and managing time. http://www.jobinname.com/ads-Avery-Dennison-Production-Artist-70379.aspx

ASSISTANT PROFESSOR, FAMILY BUSINESS. EDHEC Business School. Paris, France. Teaching; research; publishing. Req PhD in management or economics; demonstrated ability to teach in academic programs at the Bachelor’s and Master’s level; excellent communication and English language skills; knowledge of the French language a plus. http://www.jobsinparis.fr/ads-EQUIS-EGMD-EDHEC-Business-School-Faculty-Positions-11-positions-68649.aspx

WOMEN’S BRAND INTERN. Nike. Berlin, Germany. Support seasonal campaign planning the women’s category; plan, execute and follow up specific projects; select collection facilities for Nike coaches, athletes; order management; create presentations; administrative duties. Req Undergrad/grad student in marketing; at least a sophomore level; MS Office guru; bilingual English-German; autonomous; knowledge about the target group of young, trend-conscious women and sports channels. http://jobs.nike.com/de/germany/marketing/jobid7627021-intern-brand-womens-jobs

INTERACTIVE DESIGNER (MATERNITY COVER). Adidas. Amsterdam, The Netherlands. Oversee and participate in the creative process; craft website content, landing pages, banner ads, direct mail, flyers, etc; develop creative content to target groups and visuals for website; develop visual guidelines and lead the implementation across global; assure quality and consistency across all Adidas creatives and ensure the brand is represented consistently across all deliverables. Req BA/BS; 2 yrs. strong portfolio that demonstrates expertise and attention to detail; exp. working with brands; knowledge of Adobe Creative Suite; HTML/CSS savvy; good communication skills; team player. http://www.jobinamsterdam.com/ads-Adidas-Group-Interactive-designer-9-Months-Maternity-Cover-71650.aspx

DATA CENTER ENVIRONMENTAL & SAFETY TECHNICIAN. Google. Eemshaven, Netherlands. Prepare/oversee completion of site specific environmental permitting and environmental summary tables and charts; monitor activities as required by permits and/or company procedures; ensure environmental and safety training is completed; investigate/resolve environmental and safety issues; meetings; inspections. Req BA/BS in environmental science or related field; exp. in plant operation or in EU/Belgian environmental regulations and training; qualification a Prevention Advisor level 1 or 2; must be able to physically access all parts of the data center while wearing appropriate personal protective equipment. https://www.google.com/about/careers/#t=job&jid=118275001&

COMMUNICATIONS CONSULTANT. Towers Watson. Reigate, UK. Create strong employment brands and communication campaigns; develop communication channel strategies and delivery/infrastructure requirements influenced by audience segmentation and analytic; build relationships. Req BA/BS in a related field; exp. in a similar role within employee benefits communications; problem-solver; strong analytical skills; understanding or exp. communicating share plan arrangements a plus; strong writing and public speaking skills; understanding of the way people behave in organizations and how communications can effectively build employee engagement. Job # 18761. http://careers.towerswatson.com/careers/search/experienced-professionals/

JUNIOR SAP BUSINESS ANALYST. The Swatch Group Services, Ltd. Biel, Switzerland. Analyze simple change requests; propose solutions and apply them; maintenance of master data; training of key users and colleagues; act as country account manager for assigned customers of the SAP Distribution IT platform; maintain documentation and system set ups. Req BA/BS in IT or equivalent; strong communication and customer service skills; trilingual English-German-French; 2 yrs. exp.; good knowledge of logistic processes. http://www.jobsingenewa.com/ads-Swatch-Group-Jr-SAP-Business-Analyst-SD-MM-English-German-French-70950.aspx

FINANCE ANALYST. Eaton. Oslo, Norway. Month-end closing; management and development of financial performance metrics; analysis of support overheads; financial reconciliations of GL accounts; support all SOX audit requirements; build relationships; lead and support in year-end closing and reporting. Req BA/BS; strong analytical, risk profiling, leadership, communication, customer service and problem-solving skills; proven track record delivering process improvement initiatives; US GAAP savvy; exp. auditing, developing and maintaining internal process governance; Excel guru; bilingual English-Norwegian; recognized accounting qualification and/or strong accounting knowledge. Job # 84642BR. http://www.jobsinoslo.com/ads-Eaton-Finance-Analyst-Oslo-70855.aspx

JUNIOR SOCIAL MEDIA MANAGER. Coca Cola Company. Zurich, Switzerland. Act as brand manager in social media channels; coordinate day-to-day social media activities bring in central and/or local stakeholders. Req BA/BS; 1 yr. exp; excellent communication and social media skills; ability to create compelling content. Job # 31554. http://www.cocacola.com/careers/europe-job-search

BUSINESS OPERATION ASSOCIATE. Parexel. Berlin, Germany. Organizational, financial, and technical tasks related to local operation and global expansion of Academic Institute programs; prepare client proposals; travel arrangements; track travel expenses; contracts and invoices administration; prepare presentations; meeting minutes. Req BA/BS in business administration, business development or finance; exp. in finance operations; MS Office guru; bilingual English and local language. Job # pare-10042477. https://www.parexel.com

SHOPPER MARKETING MANAGER. Samsung. London, UK. Planning, implementation and maintenance of existing premium retail displays; management and rollout of new displays; management and rollout of key cross channel Digital activity/platforms; work with external agencies; ROI reporting; ad hoc duties. Req BA/BS; QC literate; strong communication, organization, project management and presentation skills; interest in TV/AV technology; exp. in shopper marketing; demonstrated understanding of the retail landscape. Job # 244677. https://careers.us.samsung.com/careers/svc/app/viewSearchJob

SALES COORDINATOR. Canon. Valladeren, Belgium. Administrative support; serve as point of contact; liaise between internal and external customers; research information; prepare and monitor files; welcome guests; monitor postal and courier shipments. Req BA/BS; English language skills; MS Office. SAP, AS400, Avenue and Oracle savvy; flexible; strong communication skills; customer-oriented; team player; stress resistant; sense of humor. Job # 5541. https://careers.peopleclick.eu.com/careers/cp/client_canoneurope/external/en_us/jobDetails.do?functionName=getJobDetail&jobPosId=10930&localeCode=nl
FIELD REPRESENTATIVE, UMUC Europe. Belgium. Ensure that quality services are provided to all students; respond to student issues; manage class registrations; market programs; proctor exams; prepare financial and enrollment reports. Req Sophomore/junior/senior/grad student; customer service exp; attention to detail; basic office management, communication, and interpersonal skills; valid driver’s license. https://jobs.washingtonpost.com/job/35864932/field-representative-i-belgium/

ENGLISH COPYWRITER/SOCIAL MEDIA COORDINATOR, Stylight GmbH. Munich, Germany. Ensure consistency of Company communications; develop brand marketing content; social networking; write copy for Apps, Products and Marketing Campaigns. Req BA/BS in journalism, communications, brand management, English or literature; excellent writing, communication, storytelling, proofreading and English language skills; social media savvy; curious; analytical; autonomous. http://www.jobsinmunich.com/ads-STYLIGHT-GmbH-English-Copywriter-Social-Media-Coordinator-71277.aspx

JUNIOR CATEGORY DEVELOPMENT EXECUTIVE, Diageo. Turin, Italy. Help identify market insights; customer data analysis; translate customer data into tangible propositions; make recommendations on executional standards; serve as the voice of the channel and the customers. Req MA/MS; 6 months exp. in brand management; background in Research for FMCG, especially quantitative and data tracking; strong analytical, Excel, PowerPoint, communication and English Language skills. Job # 46347BR. http://www.diageo-careers.com/en-row/Pages/default.aspx


SPORT PARTNERSHIP INTERN, Twitter. Berlin, Germany. Support media team on creative integrations; help to drive fans to Twitter; research; analysis; data production, presentation, and reports; assist in support-related issues (i.e, spamming, abuse, etc.); help collect sports best practices around the world. Req MA/MS in journalism, sports marketing; passion for sports; highly organized; digital guru; social media savvy; Excel/Keynote/Google Docs pro; strong communication and interpersonal skills; bilingual English-German; sense of humor. https://about.twitter.com/careers/positions?jvi=oxmI0fwl,Job

RECRUITING COORDINATOR, Twitter. London, UK. Schedule phone screens and interviews; create interview schedule packets; facilitate onsite interviews; encourage interviewer completion of feedback; record interview statistics; collect interview feedback statistics; enter/update candidate information in Jobvite; provide status updates to candidates’ open/post requisitions; advertise; arrange travel for candidates; additional support as needed. Req Similar HR exp; excellent writing, communication, prioritizing, multi-tasking skills; 2 yrs. exp.; meets deadlines; good judgment; flexible. https://about.twitter.com/careers/positions?jvi=Vm3I0fw4,Job

Latin America/Caribbean

FINANCIAL ANALYST, Hewlett-Packard. Caracas, Venezuela. Financial support that is either transactional or analytical; build relationships with business leaders. Req BA/BS in business or economics; 2 yrs. exp.; basic knowledge of accounting; good analytical, communication, and business application skills; team player. http://www.my.jobs/caracas-ven/financial-analyst/86A585401BD843498A09C8BE26BE9447/job/

SALES INTERNS, GE Lighting. Sao Paulo, Brazil. Assist the procurement process; legal documentation; help organize materials for Bidding Department; support operating with SOF, PO Projects; support representatives; support the responsibilities related to Commercial Area. Req Sophomore/junior in business administration; advanced English language skills; strong communication, interpersonal, problem-solving, document analysis and negotiating skills; proactive; eager to learn. Job # 2161723. https://tjjobs.brassring.com/gtwebhost/jobdetails.aspx?partnerid=54&siteid=5346&jobid=1246478

RESEARCH ASSOCIATE, S&P Capital IQ. Buenos Aires, Argentina. Research, analyze, extract, and process ownership information. Req Bilingual English-Portuguese; general knowledge of financial terms and capital markets a plus; research exp; detail-oriented; takes initiative; positive outlook; well versed in internet searching; MS Office savvy; adapts easily to new software; prev. work exp. a plus. Job # 298296. http://careers.mhfi.com/ShowJob/Id/518830/Portuguese-RESEARCH-ASSOCIATE/

SALES ASSISTANT, Twitter. Caracas, Venezuela. Collection, consolidation and sending information to the departments that interact with field sales; administrative support; marketing coordination field sales; business reviews and tracking; OTIF tracking implementations. Req Senior; good presentation and English language skills; math acumen; ability to prioritize tasks; Windows savvy. Job # 46779BR. http://www.diageo-careers.com/en-row/Pages/default.aspx

BUSINESS ASSISTANT, Towers Watson. Santiago, Chile. Event and travel coordination; filing; English-Spanish translations; coordinate advertising and promotional material notices; other duties as assigned. Req Exp. as an assistant in a multinational company; business acumen; good English language skills. Job # 18876. http://careers.towerswatson.com/careers/search/ experiência-profissionais/

PUBLIC POLICY & GOVERNMENT RELATIONS MANAGER, Google. Bogota, Colombia. Develop and lead public policy campaigns; engage directly with politicians and policy makers; monitor and research current and relevant emerging policy issues. Req BA/BS; exp. in policy and with the tech sector or the key issues impacting the web; bilingual English-Spanish; exp. in strategic planning and building alliances on innovation and entrepreneurship; team player; excellent communication, interpersonal presentation, writing, political and analytical skills. https://www.google.com/about/careers/search/?tjobid=119235001&

ADMINISTRATIVE ASSISTANT, P&G. Argentina Help generate new ideas; identify and implement improvements; implement new ideas in every aspect of the business environment. Req AAS; command of the English language; good GPA; excellent communication and leadership abilities; MS Office savvy. Job # LA 00001832. http://as.pgcareers.com
JUNIOR PROJECT MANAGER. HP. San Jose, Costa Rica. Manage customer project delivery; ensure that project is managed successfully; create and maintain site workbooks, schedules, and meeting notes; daily/weekly project calls; support implementation outside of normal business hours; build project schedule in MS Project; follow Change Control submission and approval processes. Req BA/BS in business; 2 yrs. exp; bilingual English-Portuguese; IT background a plus; demonstrates deep understanding of Project Planning & Execution; Performance Monitoring & Reporting exp; Cost and Schedule Management aligned with PMI Methodology; team building skills; IT and MS Office savvy. Job # 1412238. https://hp.taleo.net/careersection/2/jobsearch.ftl

ACCOUNTANT. GE Global Growth Organization. San Pedro Garza Garcia, Mexico. Develop Functional revenue and Cost entries and analyze; tracking and accounting process for Service & Equipment Contract; ensure controllership & consistency of accounting processes; perform variance analysis of business operating units; accounting reconciliations and journal entries; check IBS for New Charges and Raise Accruals; review assigned transactions for appropriateness; develop and lead process improvements; provide metrics for Report to Record and reconciliation of it; periodic reporting and maintenance of financial records and accounts; ensure compliance. Req BA/BS in accounting; strong writing, communication, financial system, Excel, and English language skills; 2 yrs. exp; controllership mindset; disciplines; organized; process-oriented; energetic; top performer; Portuguese language skills a plus. # 1945761. https://xjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=54&siteid=5346&jobid=1156385

UNIVERSITY PROGRAMS COORDINATOR. Google. Belo Horizonte, Brazil. Support overall university outreach and recruitment; manage communications and logistics for campus recruitment; plan/execute outreach events at universities; assist relationship management with universities; provide support for external events participation. Req BA/BS; bilingual English-Portuguese; knowledge of the academic cycle and campus recruiting procedures and practices; excellent leadership, organizational, communication, interpersonal and teamwork skills; problem-solver; autonomous. https://www.google.com/about/careers/search?t=job&jid=116675001&

MERCHANDISING COORDINATOR. Diageo. Fortaleza, Brazil. Marketing and distribution of materials to stores; implement customer marketing actions; ensure proper execution of work at the major stores in the region; help sales team and marketing to maximize their work ; analysis; presentations; build relationships; analyze implementation reports; generate action plans; data collection; ensure execution of sales drivers; conduct training and alignments with promotions team; guarantee effective promoters of staff in the field. Req BA/BS; computer/Window literate; willing to travel; exp. with leadership teams; 2 yrs. exp. Job # 46453BR. http://www.diageo-careers.com/en-row/ Pages/default.aspx

FINANCIAL ANALYST. GE Global Growth Organization. San Pedro Garza Garcia, Mexico. Develop/analyze Functional Revenue and Cost entries; tracking/accounting of Service 7 Equipment base on the milestones; ensure controllership & consistency of accounting processes; variance analysis; account reconciliations; process improvements; metrics; reporting; ensure compliance. Req BA/BS in accounting or related field; 2 yrs. exp; strong writing, communication, and English language skills; excellent Financial systems and Excel skills; controllership mindset; disciplined; organized; process-oriented; energetic; Portuguese language skills a plus. Job # 1945761. https://xjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=54&siteid=5346&jobid=1156385

ACCOUNT EXECUTIVE. Bloomberg. New York, NY. Help coordinate/implement client’s business; ideate, innovate and collaborate on the client’s business; act as back up on the client relationship and as an additional source; maintain a list of clients and perform the duties of the Senior Account Executive with those clients. Req BA/BS; 2 yrs. exp; excellent communication and presentation skills; bilingual; bilingual English-Portuguese; strong client relationship skills; good multi-tasking abilities; passion for media, advertising and business; track record of total revenue and platform revenue growth; willing to travel. Job # 46200. http://jobs.bloomberg.com/job/New-York-Account-Executive%2C-Sales-Portuguese-Speaker-Job-NY/273434400/

LECTURER IN BILINGUAL EDUCATION. University of Texas Rio Grande Valley. Rio Grande, TX. Teach undergrad/grad bilingual, reading, and literacy courses; advise student; participate in scholarship activities. Req MA/MS in bilingual education, reading or related field. Job # RFGV0199. https://careers.utrgv.edu/postings/5995#FRGV0199


INSIDE SALES REPRESENTATIVE. American Sun Components. Tamarac, FL. Prospecting, servicing and nurturing and worldwide account base; build relationships; close sales. Req 2 yrs. exp; excellent communication, interpersonal, time management, and computer skills; able and willing to travel; bilingual. https://acstoday.hvrell.com/UI/Views/Applicant/VirtualStepPositionDetails.aspx?TemplateId=51042

SPANISH-SPEAKING BILINGUAL SENIOR COURT CLERK. Minnesota Judicial Branch. Minneapolis, MN. Assist in-person customers with filing; enter files into information system; receive payments, escrow reports, correspondence; process documents; make copies; provide procedural information on service and scheduling hearing dates/times; provide requested forms; answer general questions; make referrals; balance trial; assist interpreters who appear for Court hearings; other duties as assigned. Req HS/GED; 6 mos. exp. within last 3 years as a court clerk or related position; bilingual English-Spanish; good communication, organization, analytical and comprehension skills; autonomous; attention to detail; MS Office, Publisher, and other software savvy; dependable; able to pass background check and Spanish proficiency exam. http://agency.governmentjobs.com/mncourts/default.cfm

REGIONAL DEVELOPMENT REPRESENTATIVE. St. Jude Children’s Research Hospital. Miami, FL. Generate revenue; manage, recruit, and expand volunteer and donor efforts throughout the region; maximize funds raised; increase the support for and awareness of hospital; special events and manage coordinators of these events. Req BA/BS; knowledge of fundraising and PR; excellent writing, communication, organizational, interpersonal and public speaking skills; bilingual English-Spanish; valid driver’s license. Job # REPRGDEVBIMIA. Job # 2015-10180. https://jobs-alsc.icims.com/jobs/10180/bilingual-regional-development-representative---miami/job/mobile=false&width=545&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240

United States-based

REGIONAL COMMUNICATIONS SPECIALIST. Johnson & Johnson. Sydney, Australia. 12-month contract. Coordinate and assist with all communications; provide marketing communications and brand support for all Asia Pacific countries; build/execute communications strategy; manage the strategy and implementation of community partners, sponsor/ship programs and employee engagement activities. Req BA/BS in communications, design or business; successful track record in supporting and managing the reputation of a company across a broad range of communication channels; able to build strong relationships with stakeholders at all levels; exceptional organizational skills; autonomous. Job # 1500042068W. http://jobs.inj.com/jobs/Sydney-Regional-Communications-Specialist-Job/270662500/

ADMINISTRATIVE ASSISTANT. Morgan Stanley. Perth, Australia. Answer incoming calls; filing; manage branch cheque handling procedures; correspondences; event coordination; open Staff Trading Accounts; assist with overflow work; cross-training; provide backup to receptionist role; greet clients; manage office supplies; organize courries; other duties as assigned. Req 1 yr. exp. within a broking environment preferred; knowledge of financial markets desirable; knowledge of switchboard operations and telephone equipment; excellent communication and influencing skills; goal-oriented; proactive good interpersonal skills; organized; good prioritizing and multi-tasking skills Job # 3050784. http://www.morganstanley.com/people-opportunities/opportunities.html

YOUTH ACTIVITIES COUNSELOR. Disney Cruise Line. Worldwide. Interact with and supervise children in program; help set up all facilitated activities and execute clean up duties; prepare food trays for children; conduct sanitizing procedures; facilitate and present small-scale activities independently; meet & greet; function as a nursery counselor; provide a safe environment for children; interact with guests; emergency duties as needed. Req Schooling in recreation, education, or related field preferred; 2 yrs. exp; at least 20 yrs. of age; strong writing, communication, and organizational skills; able to command attention of large groups of children; bilingual English-Spanish and/or Portuguese; microphone exp. preferred; able to work a 70-84 hr. wk.; agrees to share a cabin; flexible; appreciates diversity. Job # 254275BR. https://jsjobs.brassring.com/gwwebhost/jobdetails.aspx?partnerid=25348&siteid=5039&jobid=255988

OPERATIONS ASSISTANT –ENTERTAINMENT. Disney Cruise Lines. World Wide. Administrative support; review guest satisfaction comment forms; support entertainment department managers; process requests related to crew schedule and contract changes, transfer requests, travel requests, etc; help prepare, distribute, process and collect relevant crew documentation; organize and schedule meetings; prepare meeting paperwork and meeting minutes; sourcing and ordering of supplies; distribute mail; special projects; other duties as assigned. Req 2 yrs. exp in an administrative role; excellent communication, computer, MS Office and organizational skills; strong understanding of HR concepts; discrete; at least 21 yrs. of age; fluent in English; willing to live and work onboard vessel and to work 70- 84 hour weeks; willing to share a cabin, flexible. https://jsjobs.brassring.com/gwwebhost/jobdetails.aspx?partnerid=25348&siteid=5039&jobid=255943

GEOGRAPHIC ANALYST. HERE. Sydney, Australia. Plan/source map content; solicit, establish, train and sustain relationships with local organizations; ensure accurate representation of real work conditions in the database in a defined geographic area; geo-coding updates; database testing and inspection; manage and support map creation efforts; plan, schedule and perform field data collection; research competitive information; help develop improved map creation processes; mentor junior employees. Req BA/BS in sciences, geography, geology, earth sciences, or environmental studies; 2 yrs. exp; fluent in English; demonstrated ability to analyze data, solve problems, and to prioritize/organize to achieve stated goal; ability for spatial orientation; exp. developing and maintaining customer relationships; able and willing to travel; valid driver’s license and good driving record. http://www.my.jobs/sydney-aus/geographic-analyst-ii/8f3B6D1462D4600BEAA2F312288672/job/

DIGITAL ACCOUNT EXECUTIVE. WeberShandwick. Australia. Collates and interpret data; research; coordinate third party research; make recommendations; assist with tactical executions of client campaigns; social media monitoring and analyses; content development; online community management; daily account maintenance and production; participate in meetings; brainstorming; track latest digital trends. Req 1 yr. exp; excellent client management, negotiation, writing, presentation, communication, and organizational skills; exp. in social media monitoring and in using benchmarking tools ; strong grasp of cultural, media, and technology trends; data visualization skills; autonomous. Job # 001168. https://ipp.taleo.net/careersection/ws_ext_cs/jobdetail.ftl?job=001168

ACCOUNT DEVELOPMENT EXECUTIVE. Dow Jones. Toronto, Ontario, Canada. Manage the day-to-day business relationship with assigned accounts; engage in a range of account development activities; communicate regularly with key customers; minimize risk of customer cancellation or reductions; analyze customer usage; identify ways to improve the perceived value of Dow Jones products and services; identify opportunities for increasing revenue; cultivate and maintain a network of customer records in the RM system; liaise with sales, management and product teams; build relationships with customers; collaborate with the Global Account. Req BA/BS in business or international business; Master’s degree preferred; high GPA; 2 yrs. exp; bilingual English-French; excellent communication skills; understanding of workflow applications, emerging technologies and industry standards; initiatives; self-motivated; understands customer needs; ability to stay current on industry trends; adaptable; able to travel within assigned territory. http://dowjones.jobs/toronto-on/account-development-exec/1039F5626C4FBE8ED1329D9F193698E/job

CAUSUAL, ADMINISTRATIVE ASSISTANT. University of Canberra. Canberra, Australia. Scanning; uploading documents; update website; maintain records; administrative support; process accounts for payment; liaise with staff and other stakeholders; other duties as required. Req Exp. in a clerical environment; good writing, communication and interpersonal skills; meets deadlines; software and MS Office savvy. Job # 140065. http://www.canberra.edu.au/about-uc/work-at-uc/vacancies/all

Good luck! Next email issue: July 17, 2015