FINANCE ASSOCIATE/BOOKKEEPER. The Center for Safety and Change, New City, NY. Manage and submit bi-weekly automated payroll, including entering new hires and terminations; work with payroll company to resolve issues and ensure complete accuracy and timeline of all employee pay and paperwork; segregate and make employee 403(b) contributions; make payroll garnishment and child support payments and respond to employee verification requests; review and respond to unemployment claims; assist with budget preparation and monitoring; and complete various government reports and surveys. Req AA; 2 yrs of experience in operations or internship; excellent math skills and a logical approach to problem solving; proficient in Microsoft Word and Excel. http://www.centerforsafetyandchange.org/get-involved/careers.html

COUNTERPARTY RISK ANALYST I. Fannie Mae, Washington, DC. FT/REG. Apply and develop industry credit analysis expertise on mortgage banks and commercial banks, as well as occasionally analyze other corporate counterparties; analyze financial statements and prepare concise credit analysis detailing all key risks related to the business, industry and/or transaction and determine credit worthiness of counterparties; monitor a portfolio of counterparty accounts; assist in the preparation of periodic portfolio reviews for risk committees highlighting key industry drivers and how they impact individual Fannie Mae counterparties; and participate in transaction approvals. Identify and assess key risk factors and mitigants. Req BA/BS; 0-2 yrs of related experience; with working knowledge of Capital Markets (Fixed Income) products, and/or mortgage products and knowledge in the mortgage lending and housing industry; strong communication skills. JOB ID No: 36810. https://fanniemae.taleo.net/careersection/10000/moresearch.ftl

FINANCE & OPERATIONS ASSISTANT. Society for International Development, Washington, DC. FT. Process sponsorships of annual events and institutional membership invoices; work closely with bookkeeper on all financial matters; manage SID-Washington's bank account including credit, checking, and money market accounts; and keep track of outstanding membership dues and process written-off organizations. Req BA/BS; with experience in Accounts Payable and Accounts Receivable and experience in database management; have knowledge of Peachtree accounting software and knowledge of Adobe Connect; proficient with Excel and other computer programs (MS Word, PowerPoint, etc.). Salary $30,000-$50,000/yr. App ddd: 3/07/2014. http://www.idealist.org/view/job/bd/dms/xm6/74/

INVENTORY CONTROL ASSOCIATE. Planned Parenthood of New York City, Bronx, NY. FT. Responsible for receiving and tracking inventory for the Bronx health center and distributing supplies to staff as requested; assist in the center's administrative systems and procedures as needed; serve as liaison for the center with the agency purchasing agent to ensure timely processing of orders and delivery of supplies; track inventory for center and rotates stocking of supplies in accordance with manufacturer and PPNYC guidelines; and perform clerical and administrative duties as assigned by center management i.e. filing, copying, scanning, data entry, etc. Req HS Diploma/GED; 2-3 yrs of related and/or applicable experience in inventory control and OSHA requirements applicable to a healthcare facility. Salary $13/hr. http://www.idealist.org/view/job/hmb/pkp/r7/5kP

CLEARING ASSOCIATE. Interactive Brokers Group LLC, Greenwich, CT. Monitor exceptions transfers that go into review error, have margin issues, risk issues; and review unassigned records such as booking assets to the correct client account, notifying client services of issues. Req BA/BS; 1 yr experience in Back Office operations or internship; excellent math skills and a logical approach to problem solving; proficient in Microsoft Word and Excel. https://careers.interactivetrade.com/jobs/1167/clearing-associate/job

MARKETING ANALYTICS INTERN. 2U, Landover, MD. Pull vendor invoices and gathering reports in Excel; analyze vendor performance and measuring through Google analytics; assist managers with ad placements; and support the functions of the team including: vendor management, email campaigns, marketing analytics and web analytics. Req BA/BS; have general understanding of marketing and/or online marketing; familiar with Google analytics; excellent communication skills; proficient computer skills (Microsoft Office, inclusive of Word, Excel, PowerPoint). http://hire.jobvite.com/CompanyJobs/Careers.aspx?l=j09f Wyoming&page=Job%20%20Description%20id=MD0Xf9w6

ASSOCIATE MANAGER, PUBLIC RELATION & SOCIAL MEDIA. SeaWorld Parks & Entertainment, Philadelphia, PA. FT. Manage and grow Sesame Place’s social community through increased channel awareness, compelling content, consumer engagement and strategic placement; provide strategic roadmap to convert online community into brand advocates and customers; represent Sesame Place as an active member of the Sesame Cares team; create Sesame Cares program overviews and communicate program details to all park departments; coordinate promotional support for products, discounts, offers and events; and deliver budget on plan and in timely manner. Req BA/BS; 2-3 yrs of experience in public relations or communications; excellent communication skills; have experience managing people. Salary $41,472-$51,840. http://careers.worldofdiscovery.com/Scripts/Home/JobDetail.aspx?title=seapark&jobid=4693545&locationID=1005.
**EMAIL MARKETING SPECIALIST.** 2U, Landover, MD. Collect assets and requirements from Marketing and Admissions teams; execute sends and tests while reporting on the overall campaign results; improve campaign performance down the funnel; develop long-term messaging strategies; organize images and content files from in house creative teams; and identify and document email communications best practices to facilitate implementation across all admissions programs. Req BA/BS: 1-3 yrs’ experience deploying, developing and optimizing email campaigns; strong Microsoft Excel skills (e.g. charting, formulas, analysis, etc.); familiar with A/B testing best practices; have basic knowledge of HTML and Salesforce and Marketo experience. [http://hire.jobsite.com/CompanyJobs/Careers.aspx?guid=1000F5e77ff7&source=Web&jobNumber=881Yfwg](http://hire.jobsite.com/CompanyJobs/Careers.aspx?guid=1000F5e77ff7&source=Web&jobNumber=881Yfwg)

**SALES & GUEST SERVICES ASSOCIATE.** Appalachian Mountain Club, Boston, MA. Fulfill the needs of the AMC’s guests and potential visitors to our programs and destinations in a courteous and professional manner. Req HS Diploma/GED; with experience in an office environment; proficient in MS Word and Excel, and effective typing skills; excellent communications skills. [https://apply.cooodorks.com/amc/job-details.asp?JobId=22687](https://apply.cooodorks.com/amc/job-details.asp?JobId=22687)

**OFFICE MANAGER.** HCZ Promise Academy, New York, NY. FT/REG. Maintain and manage the Principal’s calendar; make travel arrangements; manage all office meetings and appointments; check and respond to voicemails and emails; create binders, flyers, and bulletin board communications; and collect student academic data from teachers and staff. Req AA: 3-5 yrs relevant experience; have excellent verbal and written skills; proficient in Microsoft Office (Word, Excel, Publisher, Outlook). [https://hcz-openhire.silkroad.com/epostings/index.cfm?fa=section-app.jobinfo&jobids=237](https://hcz-openhire.silkroad.com/epostings/index.cfm?fa=section-app.jobinfo&jobids=237)

**TRAINING GENERALIST.** Taxware, Boston, MA. Develop, design, coordinate, administer, facilitate and develop company-wide training programs to include new hire orientation, and department specific technical training programs (Boot Camps) and be a resource to department managers, training coordinators and trainers; work closely with business leaders and managers in all functions to identify organizational training requirements, priorities, goals and objectives; conduct needs assessments as necessary to determine training needs and or performance gaps; and support configuration, content development and sourcing, and administration of company’s on-line learning management system. Req BA/BS; with training and/or Organizational Development experience with emphasis in development and delivery of live, instructor led and web based technical, management and professional training programs and courses; have knowledge of current trends in training and talent development processes; excellent communication skills. [http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?cid=6875&jobid=222840#.UvQ5foxB-8](http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?cid=6875&jobid=222840#.UvQ5foxB-8)

**PRODUCT MANAGER.** Acorda Therapeutic, Ardsley, NY. Develop and implement marketing plan tactics (Relationship Marketing, Digital Marketing and Multicultural Marketing) to support the brand strategy, in collaboration with other team members and external agencies/vendors; provide input to market research on study design and interprets findings to refine product marketing direction; assist in monitoring and analyzing latest trends in the market, competitor and product performance; communicates insights and recommendations to team members as appropriate; and coordinate activities with internal and external partners/vendors to support and ensure the effective implementation of marketing plans/tactics. Req BA/BS: 3-5 yrs of experience in Health Care Professional and/or consumer marketing in the Specialty Biotechnology / Pharmaceutical industry; have prior experience within the neurological space – MS; proficient in MS Office Suite; excellent presentation and communication skills. [http://www.acorda.com/Careers/JobDescription.aspx?&name=menu_Careers&sub=2&id=osUeYfwi](http://www.acorda.com/Careers/JobDescription.aspx?&name=menu_Careers&sub=2&id=osUeYfwi)

**EVENTS PLANNER.** New Jersey Audubon Society, Cape May, NJ. FT/TEMP. Coordinate registration for events include online, phone and mail registration; identify and recruit guest speakers and field trip leaders for special events; create timely, accurate and comprehensive communications, advertisements for trade publications, brochures and other promotional materials; maintain organized event files and prepare detailed post-event notes and summaries; and research, identify, and develop corporate sponsorships and PR opportunities. Req BA/BS: 3 yrs of event planning, project management and administrative experience; excellent communication skills; strong computer skills (Microsoft Office) to fulfill job requirements. [http://www.greengreencareers.com/green-job/31688/Events-Planner-Cape-May](http://www.greengreencareers.com/green-job/31688/Events-Planner-Cape-May)

**FIELD MARKETING SPECIALIST.** Becker Professional Education, Philadelphia, PA. FT/REG. Responsible for establishing and preserving the Campus Ambassador Program and University initiatives; work closely with Societies and Organizations to provide information and education regarding all Becker Professional Education programs and the credentials and industries that the products serve; support Societies and Organizations by identifying and attending relevant events, conferences and networking opportunities; and assist with Regional and National Conferences where appropriate; and collaborate with Classroom Coordinator’s to ensure classrooms are operating efficiently. Req BA/BS: 3 yrs experience in marketing, sales, or direct customer service; excellent communication and interpersonal skills; proficient in General PC and Microsoft Office skills required, specifically expert use of Microsoft PowerPoint, Outlook and Excel. [https://becker-devry.icims.com/jobs/53476/field-marketing-specialist/job](https://becker-devry.icims.com/jobs/53476/field-marketing-specialist/job)

**ANALYST - CONSULTING BUSINESS DEVELOPMENT & MARKETING.** Wilshire Associates Incorporated, Pittsburgh, PA. FT/REG. Maintain and expand the consulting and Compass internet website; write and review marketing materials; maintain database of information used to populate questionnaires; and responsible for updating and maintaining client information for wils.com. Req BA/BS: 3-4 yrs related professional experience; have Marketing / investment background and knowledge of Sales Force; proficient in Word, Excel, PowerPoint; excellent communication skills. [wikshire-hr.silkroad.com/epostings/index.cfm?fa=section-app.jobinfo&jobid=337](https://wikshire-hr.silkroad.com/epostings/index.cfm?fa=section-app.jobinfo&jobid=337)

**SALES MANAGEMENT TRAINEE/RECRUITER.** TEKsystems® Inc., Fairfield, CT. Develop recruiting strategies designed to identify qualified candidates through various recruiting tools; match candidates’ strengths with clients’ requirements by evaluating, screening, and interviewing candidates; negotiate wages, terms and conditions of employment with candidates; and develop a commitment from candidates for current and future job requirements; work with Account Managers to identify top accounts, target skill sets, key market segments, and assess clients’ staffing requirements; and communicate effectively with others in order to create a productive and diverse environment. Req BA/BS; with prior experience in service-oriented sales; excellent communication skills. [https://teksystems.hru.hrsmart.com/hrsmart/ats/Posting/view/2710](https://teksystems.hru.hrsmart.com/hrsmart/ats/Posting/view/2710)

**INVENTORY MANAGEMENT ANALYST.** Grand Circle Corporation, Boston, MA. Execute strategic plans for our Overseas Adventure Travel inventory and strive to exceed inventory utilization goals; manage base trip and extensions inventory; present recommendation to consolidate, restrict, open, close, or remove departures based on trends; initiate formal requests of inventory to capture opportunity; determine what departures/months will be promoted in print brochures; and review bookings and communicate actions needed to build in our Moves and Changes Tracking System. Req BA/BS: 1-2 yrs analytical experience with a concentration in forecasting, inventory, strategic and/or distribution analysis; have understanding of Revenue Management or Yield Management concepts; proficient in Excel and strong analytical skills; superior communication, organizational and planning skills. [https://req21.ulpipro.com/GRAD01088/JobBoard/JobDetails.aspx?ID=03A078270377C244](https://req21.ulpipro.com/GRAD01088/JobBoard/JobDetails.aspx?ID=03A078270377C244)

**DIGITAL MERCHANDISING COORDINATOR.** Lifebooker, Brooklyn, NY. Monitor inventory levels and allocate appropriately in order to keep offers available for customers; liaise with other departments to maintain effective communication; create merchandising campaign briefs and update merchandising calendar; analyze data for weekly reviews of sales to assist the Merchandiser; and assist with social media initiatives. Req BA/BS: 1-2 yrs of retail experience; have knowledge of social media and SQL/ Salesforce; with Graphic Design experience (Photoshop, particularly web graphics) and basic HTML and CSS experience; strong communication skills; proficient in Excel, Word and Power Point. [http://nyc.lifebooker.com/jobs/16](http://nyc.lifebooker.com/jobs/16)
ACCOUNTS PAYABLE ADMINISTRATOR, Institute of International Education, Inc., New York, NY. FT. Responsible for complying with applicable contract and sponsor requirements and following all IIE policies and procedures; process ongoing support to process payments to all vendors for the Brazil Scientific Mobility Program including universities, companies, and grantees; process Payment Requests by identifying correct vendor in PR system entering correct amounts for the appropriate expenses and printing and submitting invoices; secure appropriate signature from individual with DOA and submit to accounts payable; and input and schedule approved EFT amounts and dates in Enterprise. Req AA; have accounts payable experience and experience with educational institutions, international programs, and the administration of education abroad programs; excellent interpersonal and communication skills.

https://iie.hua.hrsmart.com/hrsmart/ats/Posting/view/936

OPERATIONS MANAGER, Bancroft, Haddonfield, NJ. FT. Ensure proper staffing levels and work distribution within assigned program site in accordance with Annex A, and/or program descriptions and the assessed level of support needs of persons served; conduct regular staff meetings and attends program management meetings to promote a constant flow of information, open discussions, knowledge sharing, and to keep staff well-informed; manage the ongoing job performance of direct reports; develops and communicates performance goals, completes performance evaluations within established timeframes; and provide feedback, develop and take action on performance improvement plans, and determines and implements disciplinary action as needed. Req HS Diploma/GED; 1 yr of work experience in Human Services; with prior management experience and a strong desire to work with neurologically-challenged individuals and operative knowledge of MS Office Word and Excel spreadsheets. Salary $14.2-$23.43/hr.

https://wfa.kronostm.com/index.jsp?SRCSEQ=postingSearchResults&locale=en_US&applicationName=BancroftKTMIDReqExt&SEQ=jobDetails&POSTING_ID=5069236295

HR & ADMINISTRATION ASSOCIATE, Rockefeller Philanthropy Advisors, New York, NY. FT. Support recruitment process including job postings on various job boards, screening of candidates, managing interview schedules, and reference checks; provide support for preparation and maintenance of enrollment documentation and student orientation materials; maintain human resource files and records including filing, organizing and updating; and process and prepare for payment invoices directed to the HR department. Req BA/BS: 2 yrs work experience in the HR field or any similar combination of education and experience; with experience new hire and employment change processes; have knowledge of payroll and HRIS systems and processes; familiar with Raiser's Edge; excellent interpersonal and communication skills. App ddl: 2/28/2014. http://www.idealist.org/view/job/JFpDDx3jpHpHmD/

TECHNICAL PRODUCT OWNER, Taxware, Boston, MA. Develop detailed expertise of product functionality; maintain the product backlog; define, socialize and maintain user personas; work with the Launch Manager to develop content for go-to-market and product launch plans; and interact closely with development, architects and product managers. Req BA/BS: with working experience in enterprise software and background and experience in Sales, Use and Value-Added Tax; strong time management & communication skills. http://www.hirebridge.com/v3/Job/JobDetails.aspx?cid=6875&jid=221097

BUDGET & ACCOUNTING ASSISTANT, Dartmouth College, Hanover, NH. PT/REG (20 hrs/wk). Participate in development of annual budget; research historical and other data and estimates costs of expenses; organize and manage print and digital records, correspondence and other files in the Department/Office; manage and maintain source document files; prepare invoices, special billings and purchase orders/requisitions; interpret and relate College and department policies to faculty and staff on issues regarding professional development funds, capital equipment purchases, allowable costs, travel/entertainment vouchers and charging mechanisms; and oversee all purchasing for the Department; researching information regarding the proposed purchase. Req BA/BS: 3-yrs of office management experience with a high degree of autonomy; have in-depth knowledge of office management practices and procedures; excellent interpersonal and communication skills.

https://searchjobs.dartmouth.edu/postings/22893

MEETING ASSISTANT, Management Solutions Plus, Inc., Rockville, MD. FT. Assist with room set ups, AV, food and beverage, and other logistical needs; create meeting databases and reports; provide on-site staff support as needed at meetings; and handle all post conference meeting duties, such as consolidating invoices, creating evaluation summaries, and requesting hotel pickup reports. Req BA/BS: must be computer literate (Mac and database experience preferred); strong organizational and customer service skills. http://www.idealist.org/view/job/T7fzNbc4PjXj/

INVENTORY OFFICE CLERK, Housing Works Inc., New York, NY. FT. Implement & maintain inventory systems in the PDC, in regards to clothing shipments and processes that these are followed and being met in a timely manner; ensure staff is aware of Housing Works and Thrift operational policies and processes, and have the capabilities and accountability to work with them effectively; assist Management, or coordinate relations with loss prevention, IT, and Human Resources to ensure these functions effectively support the Warehouse business; and support the management in new training and development initiatives that reflect efficient processes and consistent pricing. Req HS Diploma/GED; 1 yr experience of inventory management & office skills; excellent internal/external customer service; proficient in Excel, Outlook and PowerPoint; with knowledge of clothing brands, designers, retail stores and retail prices.

http://www.idealist.org/view/job/7nPXPXgSBBjD/

REVENUE/YIELD MANAGEMENT ANALYST, Grand Circle Corporation, Boston, MA. Responsible for driving 21 Grand Circle Travel and Grand Circle Cruise Line products; identify Top Opportunities and Issues based on the product and customer segmentation trends; execute strategic plans to achieve 100% utilization of inventory; and lead weekly Revenue Management meeting with Brand and Finance for weekly recommendations of actions for products and segments. Req BA/BS: 2-4 yrs analytical experience with a concentration in forecasting; Yield/Revenue Management, strategic and/or distribution analysis; proficient in Excel and strong analytical skills; strong communication, organizational and planning skills.


BUSINESS OPERATIONS ASSOCIATE, TEKsystems, Hanover, MD. Manage customer accounts, including but not limited to invoicing, PO tracking, account resolution and working with client to resolve outstanding issues; gather the necessary data to assist Management with account specific decisions; serve as support liaison for field offices and Operational Support Group with questions pertaining to those local/regional accounts on their aging including but not limited to client billing and payment policies and/or procedures, PeopleSoft issues, etc.; and audit accounts to ensure accurate billing and client specific information. Req BA/BS: have prior internship or work experience in customer service or a business, financial environment; strong communication skills; proficient in Microsoft Office (Excel and Word required). https://teksystems.hua.hrsmart.com/hrsmart/ats/Posting/view/2275

BUDGET & FINANCIAL ANALYST, Institute of International Education, Inc., New York, NY. FT. Identify and summarize significant budget variances on a monthly basis; analyze and summarize to managers divisional changes and problems as they relate to their respective business areas and the Institution as a whole; provide managers the necessary data and analysis tools in a timely manner and with a minimal impact on their time to effectively decide on issues that are crucial to effective operation of IIE; create and produce reports in the systems of the finance department which are needed for analysis, verification and reporting purposes; and resolve issues and problems with applicable contracts and following all IIE policies and procedures. Req BA/BS: 2-5 yrs of relevant experience in accounting or finance; with experience in creating and managing in-house (MS Access, SQL, VBA) and external online database systems and experience is SAP, PeopleSoft, Deltek; strong knowledge of MS Excel and other computerized systems is required, including financial systems and other Microsoft Office systems.

https://iie.hua.hrsmart.com/hrsmart/ats/Posting/view/917
ENVIRONMENTAL CASUALTY UNDERWRITER, Ironshore Inc., New York, NY. Handle a substantial environmental casualty renewal book of business; develop and manage broker and intermediary relationships through sales and marketing; drive environmental submission activity through strategic and efficient marketing strategies; and maintain well documented underwriting files. Req BA/BS; 2 yrs of general liability or environmental liability underwriting, brokering or loss control consulting experience; excellent communication skills. http://www.ironshore.com/careers-detail.php?id=68

ECOMMERCE & STORE MERCHANDISING COORDINATOR, Todd Snyder, New York, NY. Identify, create, and apply product attributes/metadata to ensure products appear in the proper product collections; responsible for coordinating image setup and metadata/attributes; partner with copy and marketing teams to optimize keywords and titles; plan for and execute monthly product launches; and build and maintain a calendar of content & product launches. Req with experience working with Google Apps/Office/OS X and experience working with eCommerce. http://www.toddsnyder.com/pages/careers?op=27144-ecommerce--store-merchandising-coordinator

ACCOUNTANT I - GENERAL LEDGER ACCOUNTANT, Framingham State University, Framingham, MA. FT. Analyze, reconcile, and enter data into MMARS (State Accounting System) for all non-appropriated University funds on a monthly basis; create and enter fiscal year budget journal entries along with any necessary department adjustments; enter accounting adjustments, fund transfers and department charge backs, etc.; perform petty cash counts and examination of University department controls and processes; count daily deposits, write up deposit slips and prepare deposits for courier pickup to the bank; and assist in the daily revenue receipt process. Req BA/BS; 3 yrs of experience in the accounting/finance area; with strong computer skills including Microsoft Excel, Word, Outlook &/or Access and knowledge of Argos or similar reporting software. Salary $735.68/wk. http://framingham.interviewexchange.com/jobofferdetails.jsp?JOBID=5773

PROGRAMS ASSISTANT, EXTERNAL RELATIONS, The Charles Koch Institute, Washington, DC. Work with program candidates to help them identify and secure leveraged roles at partner organizations; participate in interviewing and selection of program participants; forge relationships with organizations that are interested in partnering with CKI, and cultivate relationships with existing partner organizations; solicit roles from partner organizations and facilitate the placement of candidates selected to participate in educational programs such as the Koch Internship Program, the Koch Associate Program, Liberty@Work®, and the Koch Summer Fellows Program; and drive projects and process improvements to encourage interaction with partner organizations. Req BA/BS; 1-3 yrs relevant relationship management experience with a non-profit; with knowledge of and existing relationships at free-market 501(c)(3) organizations. https://cki.secure.force.com/jobs/CustomJobDetailCKI?id=a1PC0000000rPMgMAM

BUSINESS ANALYST, Gupta Media, Boston, MA. Provide its clients with search marketing services across different platforms; work to develop keyword lists, adjust bids, test ad copy and strategize the best way to reach the target audience; and buy and manage advertising campaigns for our clients. In this role, you will be required to research sites, complete media plans and execute ad placements. Req BA/BS; 2-3 yrs experience with Google Adwords, including Search, GDN, Retargeting, AdWords for Video and AdWords Editor and 2-3 yrs experience with Google Analytics; familiar with Twitter Promoted Products. http://www.guptamedia.com/job_ba.html

ASSOCIATE EVENTS MANAGER, Institute of International Education, Inc., Washington, DC. FT. Comply with all applicable contracts and sponsor requirements and follow all IIE policies and procedures; manage and update Fulbright Scholar Access Database that tracks all prospective and current peer review committee members; serve as back up to the Assistant Director on the Fulbright Scholar peer review process; and assist the program coordinator with the completion of vendor payments and/or event participants’ reimbursements paperwork including expense reports, as needed. Req BA/BS; 2 yrs related experience and/or training; with experience in event planning and experience with financial data management; familiar with general office administration, information management systems, government contract compliance, including OMB circulars A-110, A-122 and A-133, budgeting and budget monitoring; proficient with MS Office applications including Access, Word, Excel and Outlook. https://iie.hua.hrsmart.com/hrsmart/ats/Posting/view/926

BUSINESS DEVELOPMENT TRAINER, The Women’s Housing and Economic Development Corporation, Bronx, NY. Conduct orientation sessions; prep and conduct trainings (marketing, accounting, business planning, QuickBooks etc.); manage case load of clients requesting business development skills; provide business resources to promote business structure and growth; translate documents into Spanish when needed; and make referrals to Technical Assistance Department and other WHEDco resources. Req BA/BS; bilingual (English & Spanish); with background in small and/or micro-enterprise business development; familiar with home-based childcare provider population; proficient in computer in Microsoft Office Suite, Internet Research, QuickBooks, etc.; strong communication skills. http://www.whedco.org/whoweare/jobs

RETAIL SALES TEAM LEADER, International Spy Museum®, Washington, DC. Lead and be a role model on the sales floor actively working to achieve daily sales goals; oversee floor coverage and supervise Sales Associates; provide excellent customer service to Spy Museum guests; supervise shop opening and closing functions, handle change requests including safe access; work with Sales Team to maintain store displays between customer interactions and sales transactions; and learn and understand the Spy Museum’s collection and exhibits and incorporate those into the retail operation. Req BA/BS; 3 yrs of retail and customer service experience; with previous supervisory experience and Computer experience required (Microsoft Office & Outlook). http://www.spymuseum.org/about/careers/retail-sales-team-leader/

South/Southeast

BREWERY ACCOUNTING COORDINATOR, MillerCoors LLC, Eden, NC. Responsible for Alcohol and Tobacco Tax and Trade Bureau (TTB) Compliance and Data Integrity ensuring accuracy of internal controls of the beer activity reporting process; oversee and coordinate physical inventory process including a reconciliation of results; administer Distributor Return process to ensure accurate and timely credit is provided; and analyze financial results and provides support to various business partners identifying opportunities for improvement, verifying accuracy, and provides forecasts to enhance planning and budget preparation. Req AA; 0-2 yrs experience in Finance or Accounting; strong interpersonal and communication skills; familiar with the following computer applications such as SAP, MS Excel, MS Access. https://siobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?jobId=1072243&partnerid=25317&siteid=5269

BUYER, Bon Secours Health System, Richmond, VA. FT. Responsible for transactional support within Procurement; contribute to consistently achieving the established service levels to the Local Systems (LS); and ensure the application of legal, ethical and sound business practices through the establishment and adherence to policy and procedure. Req AA; 0-2 yrs of relevant work experience in procurement; with experience with supply chain information system, preferably Lawson and Healthcare supply chain experience. http://jobs.bonsecours.com/job/Richmond/BUYER-1-Job-VA-23173/43321900/
CONCIERGE, Aspen Heights, Murfreesboro, TN. Develop professional, service-based relationships with our clients, residents and vendors, working to anticipate their needs and wants as individuals; assist with leasing activities, and branding of the overall property through cutting-edge marketing campaigns and on-campus promotional events; conduct daily follow up calls to residents to ensure all maintenance issues have been handled appropriately; identify areas of need or concern on the property or in service as witnessed or learned from residents; and responsible for opening and closing the office Monday – Friday and completing all closing and opening duties, answering phones, forwarding calls as necessary. Req BA/BS; 1-2 yrs of experience; have industry experience in sales, customer service or hospitality; proficient in Microsoft Office applications. http://hire.jobvite.com/CompanyJobs/Careers.aspx?c=q419YvTwT&sl=IndeedSponsored&n=job%20Description&si=sgoXfwp

MARKETING ASSOCIATE, Aspen Heights, Charlotte, NC. PT. Leverage key contacts within specific arenas to promote Aspen Heights; give presentations at key events, clubs, meetings, etc. within designated arenas (Greek Life, business fraternities, student organizations, etc.); serve in the capacity of touring, lease administration and customer service on weekends when necessary; present outstanding tours to prospects and parents in the Aspen Heights manner; and provide world-class customer service. Req with strong ties with students and the university; proficient in Microsoft Office applications; excellent written and verbal skills. http://hire.jobvite.com/CompanyJobs/Careers.aspx?c=q419YvTwT&sl=IndeedSponsored&n=job%20Description&si=solymYvTw

SEO SPECIALIST, CafePress Inc., Louisville, KY. Conduct & master in-depth keyword research and continuously identify areas of opportunity; research, develop, and continuously acquire advertising partnerships from authoritative websites; develop & manage content additions throughout the site; and assist in development & execution of social media campaigns. Req BA/BS; 0-1 yrs of SEO/search marketing experience; with experience in using Google Analytics or other web analytics tools and experience in using SEO Tools like BrightEdge; strong analytical & organizational skills; have basic HTML/CSS/SQL. http://www.cafepressinc.com/careers/

ACCOUNTING CLERK, SeaWorld Orlando, Orlando, FL. PT. Process accounting documents; perform simple accounting procedures; post journal entries; verify and reconcile input to financial reporting system output; process as well as commitment control, using check & balance procedures, four-eye-principles, & early warning processes; and support Senior Management of Brand AUDI & Finance on strategy or operational projects as required. Req BA/BS; 2 yrs experience in financial services, industry; with SAP Finance experience; proficient in computer, particularly in Microsoft Excel & PowerPoint. JOB ID No: TRE000007. https://sv.goaoa.net/careerssection/volkswagen_group_of_america/moresearch.fil

ASSISTANT CONTROLLER, Volkswagen Group of America, Inc., Herndon, VA. Manage all cash requirements, payments, issues, and new requirements in support of the Canadian Companies (Volkswagen Group Canada, Audi Canada, Bentley Motors Canada, and VW Credit Canada); reconcile prior day cash activity. Determine the daily treasury settlement position for the Canadian companies using the SAP - Global Treasury Platform (GTP); identify commercial paper requirements and excess investment opportunities. Support the Internal Quarterly Testing of Key Controls; and develop a strong understanding of the SAP - Treasury System (GTP) to be able to identify/ resolve issues as well as be able to take on expanded responsibilities. Req BA/BS; 2 yrs of experience in Treasury(preferred), Accounting or Finance; strong communication, interpersonal, and presentation skills; with experience related to accounting, finance or treasury and strong PC skills including advanced Word and Excel. JOB ID No: CON000039. https://sv.goaoa.net/careerssection/volkswagen_group_of_america/moresearch.fil

RECRUITER/SALES MANAGEMENT TRAINEE, TEKsystems® Inc., Raleigh, NC. Develop recruiting strategies designed to identify qualified candidates through various recruiting tools, negotiate wages, terms, and conditions of employment with candidates, and gain a commitment from candidates for current and future job requirements; complete necessary pre-employment processes including reference checks and background/drug tests; manage contract employees while on assignment; work with Account Managers to identify top accounts, target skill sets, key market segments, and assess clients' staffing requirements; and communicate effectively with others in order to create a productive and diverse environment. Req BA/BS; have prior experience in service-oriented sales; excellent communication skills. https://teksystems.hua.hrsmart.com/hrsmart/ats/Posting/view/1486

MARKET DEVELOPMENT MANAGER, Volkswagen Group of America, Huntsville, AL. Manage all large employer relationships in the 35 – 50 mile radius around the campus and assigned territory; work closely with the assigned Campus Student Development Managers and Area Director Career & Market Development in order to provide them with an appropriate number of job leads; develop long term working relationships with local, regional businesses & influential associations; maintain frequent contact with local employers to obtain information on job opportunities, to develop and enhance working relationships, and to facilitate client placement; and follow up and maintain all leads and reports on lead activity for placements, continuing education and billing & coding. Req have strong knowledge of local job market trends and strong PC skills with at least one year of experience using word processing, spreadsheets and web-based search engines; strong interpersonal and communication skills; have knowledge of data management systems and processes and knowledge of applicable legislation, standards, policies and procedures within specialty area. https://te22 ulaipro.com/FDU1001/JobBoard/JobDetails.aspx ?ID=57E475Ae174280B6

MARKETING MANAGER, Tier10, Herndon, VA. Assist the Marketing Manager/Director in preparing marketing and advertising strategies, plans, and objectives; prepare marketing reports by collecting, analyzing, and summarizing data; provide performance based reporting on client advertisements; manage and order client deliverables using company proprietary applications; track client deliverables across ten tiers of marketing to ensure timely placement of ads; and update and maintain client microsites. Req BA/BS; 0-2 yrs experience; proficient in Microsoft Office. http://careers.tier10.com/#careers
DIGITAL ADVERTISING PRODUCT SPECIALIST. Tier10, Herndon, VA. FT. Work closely with the Digital Marketing Manager and company Vice President to create, implement, track, analyze and optimize customer acquisition products and services; leverage technology Platforms such as Media Mind, Marin Software, Google/Adwords to monitor, optimize, and track campaign performance; test and analyze creative and campaign structure to increase ROI and drive incremental volume; and provide detailed analysis of key metrics and optimization recommendations. Req BA/BS; with experience in digital marketing; excellent analytical and organizational skills. http://careers.tier10.com/#careers

MEETINGS ASSOCIATE. Bristol-Myers Squibb Company, Tampa, FL. Maintain the logistical supplier relationships in support of business needs for strategic and key suppliers; part of core team to measure, monitor and ensure continuous improvement of logistical supplier performances; act as a point of escalation in resolving supplier quality and service level issues; provide continuous development of suppliers to include identifying training needs (to include development plan for training on the BMS Directives and SOPs), coaching and mentoring to build and sustain a high-performing team; and participate in the development of a virtual platform, for further opportunities in cost savings and flexibility. Req BA/BS; 1-2 yrs of SAP experience and 1 yr of experience with SharePoint; have knowledge of Sunshine Act and Transparency Initiatives; strong communication skills. Job ID No: 1400057. https://bms.taleo.net/careersection/ej4+external+career+site+w2+profile+ques+v20090518/jobdetail.ftl?job=65076

JUNIOR MEDIA BUYER. Tier10, Herndon, VA. Negotiate and schedule media space across two or more media platforms such as newspapers, magazines, outdoor, radio, television, and cable; assist in stewardship of media activity including media budgets, presentations, plans, flow charts, reconciliation, posting and other internal and external reports; traffic spots and insertions to purchased media outlets; learn procedures and processes of the day to day managing assigned accounts; and work with calculations and other quantitative data and research. Req BA/BS; learn excellent communications skills; proficient in Microsoft Excel and PowerPoint. http://careers.tier10.com/#careers

MANAGER OF SALES & EDUCATION MARKETING. Atlanta Fulton County Zoo, Inc., Atlanta, GA. FT. Create marketing plans for education programs, including public programs, and coordinate implementation of those plans with education and marketing departments; penetrate all targeted accounts and radiate sales from within client base and designated areas (within metro Atlanta and surrounding SE states); build and foster a network of referrals to create new opportunities for revenue growth; and manage current education and community partnerships. Req BA/BS; 3 yrs successful experience in sales and marketing; strong sales and marketing experience; have knowledge of sales and trends essential; strong organizational, managerial, research, and editorial skills. http://ch.tch.taleo.net/CH07/ats/careers/requisition.jsp?urg=ZOOATLANTA&cws=1&iroid=237

ACCOUNTING ASSOCIATE. Raymond James & Associates, Inc., Tampa, FL. FT. Assist in preparing, reviewing, processing and maintaining accounting documents, records and files; process and outgoing mail, as required; and obtain required signatures on supporting documents and generates checks. Req HS Diploma/GED; 1 yr of business experience. Job ID No: 1302527. https://raymondjames.taleo.net/careersection/rj_extcareersection/moresearch.ftl

4-H CAMP MANAGER. The University of Kentucky, Lexington County, KY. FT/TEMP. Supervise camp staff, coordinates camp programs, evaluates staff and completes financial and statistical reports. Req BA/BS; have CPR and First Aid Certification; must be at least 21 years old. Salary $2000-$2500/mo. App ddl: 3/07/2014. Job ID No: 550018. https://ukjobs.uky.edu/applicantsjsp/shared/position/JobDetails_css.jsp?postingId=941571

Midwest

CUSTOMER EXPERIENCE MANAGER. VS PINK, Schaumberg, IL. FT. Support, model and enhance all selling and sales support behaviors to ensure a seamless customer experience; analyze customer experience reports and insights and mobilizes the team accordingly; promote ownership and accountability for category management; ensure payroll is managed daily by punch guarding and executing flex worksheet, and support optimization of the labor schedule by ensuring appropriate associate skills and availability. Req have previous management experience; strong time management and organizational skills. http://careers.nl.com/jobs/customer-experience-manager-pink-by-victorias-secret-woodfield-mall-schaumberg-il-job-schaumberg-illinois-1-4251614

DOMESTIC PROGRAMMING MANAGER. Ultimate Software, Oklahoma City, OK. Monitor daily activities in conjunction with meeting scorecard elements that support Domestic Programming; provide reports required that support Domestic Programs to the FTC management staff; track relevant daily, weekly, and monthly information to specific Domestic Programs such as Summer Feeding; report information required that supports domestic programs to private and public organizations; assist with required information to those tasked with Domestic Program grant-writing; and manage personnel and inspections at FTC Domestic Programs such as feeding sites and disaster relief throughout the U.S. Req BA/BS; 2 yrs or more of experience in project management and 2+yrs of non-profit program management. https://www6.ultirecruit.com/FEE1001/JobBoard/JobDetails.aspx?ID=978D82D59B7C55C

SALES MANAGER. Parrish Hotels, Topeka, KS. FT. Handle accounts details so that all pertinent aspects of solicitation and closing are complete and documented. Coordinate various departments’ participation in servicing accounts; manage sales segment account files; initiate preparation of computerized annual Market Plan and execute plans as guidelines, critically examining and adjusting as deemed necessary by current market conditions; organize and/attend scheduled Sales Department and related meetings; and operate a facsimile machine and photocopy as required. Req BA/BS; 3+ yrs’ guest/customer service experience and 2+ yrs Hotel experience; have knowledge of travel industry, current market trends and economic factors; with extensive skill in development and delivery of sales presentation. http://ihg.jobs.net/job/sales-manager/j3f5dW6KM04YM5XB0G/

ACCOUNTING ASSISTANT. Feed The Children, Oklahoma City, OK. FT. Maintain accounting records including ledgers, journals, registers, and individual accounts; classify and code revenues and expenditures for entry into appropriate accounting records; process credit card donations, importing and exporting credit card activity and reconciling reports; review and reconcile various financial transactions; examines invoices, expense vouchers and other source documents to verify obligations and post appropriate records; work to determine the correct GL code for posting; and audit to verify donor information for correctness checking it against previously obtained information as necessary. Req HS Diploma/GED; 2 yrs accrual based accounts payable experience, including general ledger coding; with experience AP and Credit Card processing. https://www6.ultirecruit.com/FEE1001/JobBoard/JobDetails.aspx?ID=037AD5A5B8117C5S5C

JUNIOR COMPLIANCE ANALYST. Interactive Brokers Group LLC, Chicago, IL. FT. Prepare Surveillance Report review and memorization; assist with Anti Money Laundering Program; conduct Fraud Monitoring; develop knowledge about firm processes; and advise management by collecting, analyzing, and summarizing data and trends. Req BA/BS; 0-2 yrs experience; with knowledge of the SRO, Broker Dealer and/or FCN environment, and equities and equity-linked products and knowledge of UNIX, SQL, Perl; proficient with desktop applications and MS Office suite of products; excellent communication skill. JOB ID No: 2013-1055. https://careers-interactivebrokers.icims.com/jobs/1055/junior-compliance-analyst/job
ASSISTANT CONTROLLER, Detroit Zoo, Royal Oak, MI. FT. Coordinate monthly and year-end financial closing; prepares financial reports (i.e., P/L, B/S, Cash flow, Grant, Board), financial analysis, statistical reports and cost studies as assigned; maintain accurate accounting records and general ledger system, performs and/or reviews general ledger account reconciliations; analyze, research and resolve differences; prepare, review and verify the accuracy of journal entries and account classifications within time constraints and deadlines; analyze accounting questions and problems and provide solutions; and assist with the preparation and compilation of the annual financial audit, prepares year-end audit schedules and provides proper documentation for results of operations. Req BA/BS; 5+ yrs of general accounting experience and 3+ yrs of financial statement analysis, month-end close, journal entry preparation, and account analysis with 2+ yrs supervisory/management experience; proficient in computer applications including Microsoft Office and financial software. App dld: 3/09/2014. http://detroitzoo.iapplicant.com/ViewJob-536637.html

DEVELOPMENT MANAGER, EVENTS, Families of SMA, Elk Grove Village, IL. FT. Meet the revenue, implementation and recruitment goals for each fundraising event in the defined timeframe to generate participant, sponsorship, volunteer and in-kind growth; plan, guide, coordinate, and implement signature events, gala, and other special events in collaboration with volunteer Chapter officer members and volunteer committee members; work with Chapter families, Families of SMA staff and community leaders to identify, solicit, recruit and develop volunteers including event chair and committee members; and coordinate necessary print, mailing and distribution activities for assigned events. Req BA/BS; 3-5 yrs of non-profit event planning and volunteer management experience and a solid track record of generating annual special event revenues of $250,000 or more; with working knowledge of Business Objects and Constant Contact and working knowledge of nonprofit database software preferred (Seva, PledgeMaker, Convio Luminate); strong interpersonal skills. http://www.npo.net/job/development-manager-events/58902?action=search&6[]=491&ps=1

INVENTORY ANALYST, Solution Tree, Bloomington, IN. FT/REG. Responsible for the management of inventory to ensure optimum and accurate stock levels. Req BA/BS; 2 yrs of inventory or warehouse management experience; have a high degree of strategic and analytical capability (including the ability to analyze a large amount of data), and have the ability to work as a team member in a fast-paced environment; with background with Excel expertise. http://solution-tree.atsodemand.com/index.cfm?fuseaction=512309/viewjobdetails&CID=512309&JobID=421930

EXECUTIVE TEAM LEADER, Target Brands, Inc., Indianapolis, IN. Drive sales by overseeing the guest service and merchandising of two to three departments with sales ranging from $2 - $9 million; act as leader on duty, as well as opening and closing the store on assigned days; assist with recruiting and hiring of your team; receive extensive training to help you become a strong store executive leader; and ensure great service by interacting with guests and team member. Req BA/BS; with supervisor level experience and proven conflict management skills; strong cognitive skills, including problem analysis, decision making, financial and quantitative analysis. http://targetcareers.target.com/job/Carmel-Executive-Team-Leader-Indianapolis%2C-IN-/Area-Job-46032?121500?r=1&ps=146

FINANCIAL ANALYST, Easter Seals, Inc., Chicago, IL. Review and consolidate audit reports of affiliates, preparing consolidated financial statements presented in the annual report; provide support for affiliates on accounting and business performance issues; prepare annual peer group analysis reports, which is a benchmarking report sent to each affiliate and used by senior management; revise data collection templates annually, which is the primary means of collecting the peer group and consolidation data; communicate with affiliates on the status of annual certification packets, ensuring that information is received timely to allow for completion of both internal and external reporting requirements; and assist the CFO with financial presentations to Board of Directors. Req BA/BS; 5 yrs of relevant work experience; with detailed knowledge and experience with data management tools, including advanced Excel features (modeling, complex formulas, filters, vlookup, pivot tables, linked worksheets); excellent written communication skills; proficient in project management, including tracking of timelines and documentation. http://www.easterseals.com/who-we-are/careers/job_job_professional.html#20130806A

FINANCE & ACCOUNTING INTERN, HNI Corporation, Muscatine, IA. Provide support in a variety of areas as we continue to aggressively grow our business. Req BA/BS; with relevant work experience / internships / related activities (tutor, business fraternity, etc); have knowledge of Microsoft Office and Excel application; strong communication skills. http://hnicareers.com.JobDetails.aspx?ID=17246

FINANCIAL ANALYST, Payless ShoeSource, Topeka, KS. FT. Coordinate plan P&L development, including sales, margin, and stores & operating expenses; and interact with senior management on regular basis. Req BA/BS; 1-2 yrs experience in finance or analytical experience; with general accounting experience; familiar with PeopleSoft. Job ID No: 120715. http://cbi-payless.applicantstack.com/x/detail/a2qvvea83yzm

ACCOUNT MANAGER, McGraw-Hill Higher Education, Chicago, IL. FT/REG. Grow the business and maximize the sales of higher education solutions; build strong relationships with professors, faculty and administrators - become their trusted advisor for higher education content and continuously identify new publishing opportunities; collaborate with college and campus relationships with employees; work with Editorial and Marketing departments to leverage products and develop new sales tools; and deliver sales presentations to small and large groups. Req BA/BS; with outside sales experience preferred/Strong aptitude for sales; excellent presentation and interpersonal skills. https://mheducation-openhire.silkroad.com/postings/index.cfm?fuseaction=app.jobinfo&jobid=2088

CONTRACT CENTER TRAINING & DEVELOPMENT SPECIALIST, McGraw-Hill Education, Blacklick, OH. FT/REG. Responsible for design, development, delivery, evaluation, and planning of regular and peak season training curriculum including new associate orientation training (orientation to Customer Service/Order Management goals, objectives, job knowledge and procedures); perform Project Management Responsibilities and partner with CSOM Leadership to implement business process improvement programs, including system implementations within Customer Service, Order Management departments; and assist in transformation from traditional to digital platforms, such as Knowledge Management Systems and SharePoint, by educating all associates and leadership on available tools and best practices. Req BA/BS; 3+ yrs of related training experience in designing, delivering developing and planning training programs and materials; with demonstrated experience working with cross functional teams and work sites and experience in delivering virtual training to remote personnel. https://mheducation-openhire.silkroad.com/postings/index.cfm?fuseaction=app.dpjob&jobid=2034

ASSOCIATE BUYER, Payless ShoeSource, Topeka, KS. Analyze the marketplace to develop products that are perceived as unique and valuable; track and communicate promotional activities to team members; identify, analyze and document key learning’s for potential opportunities and risks; work in stores periodically to better understand the customer; offer perspective and influences line during assortment building process; and manage inventory to plan on a product classification level. Req AA; 3-5 yrs of specialty retail experience; strong presentation, communication and interpersonal skills. http://cbi-payless.applicantstack.com/x/detail/a2qvvea0jado

LOGISTICS & CUSTOMS COORDINATOR, Ceridian Corporation, Lenexa, KS. TEMP. Assist in the ongoing maintenance of the MID Code List for Brokers; update list when a new MID Code is added and sends out to all Brokers along with Customs Compliance Manager; resolve any issues that arise with incorrect MID Codes listed by contacting the Brokers or Origin offices; notify Licensing Department Manager when updated documents are needed and if they have not been received; and serve as a back-up to the Campus Ship International and Domestic Shipping systems; Setting up new users. Req BA/BS; 6 mos of experience in the area of Supply Chain; proficient in Microsoft Excel, Word, Access, and PowerPoint; familiar with Arigo and Oracle systems. https://www5.recruitingcenter.net/Clients/gfsi/PublicJobs/controller.cfm?ibaction=JobProfile&Job_Id=11243
DATABASE MARKETING ASSOCIATE: Benevolent and Protective Order of Elks, Chicago, IL. Plan and manage all aspects of multiple direct mail appeals; develop and code the list segmentation and extracting the data for all direct and interactive communication; monitor appeal performance; and conduct database analysis to evaluate fundraising performance and inform planning. Req BA/BS: 1-2 yrs of database marketing or direct mail experience; proficient with Access, Excel, and PowerPoint; familiar with Raiser’s Edge and SegmentOmatic. http://www.elks.org/whs/careers.cfm


ASSOCIATE ACCOUNTANT: Follett Corporation, Oak Brook, IL. Prepare monthly reporting package providing detailed explanations behind variances between actual and expected buyback results; work with IMS & FMS bookstore personnel, Territory Managers, the Distribution facility and other internal departments to investigate discrepancies of books and/cash; track missing shipments and funds when not received in a timely manner and files claims with freight carriers for books picked up but not received; maintain knowledge of Accounting Standards Codification, Internal Control needs and other relevant accounting regulations; and understand inter-related accounting processes and their impact on the financial statements. Req BA/BS; 0-3 yrs previous accounting experience; with understanding of Accounting Standards Codification; strong communication skills; proficient use of spreadsheets. Job ID No: 33145. https://www1.apply2jobs.com/follett/HVExternal/index.cfm?fun=saction=mHvexternal.showPositionDetails&PID=2708141ID=2324

HUMAN RESOURCE COORDINATOR: Ohio Care Center, West Jefferson, OH. FT. Process time-keeping system for Care Center associates; answer pay inquiries and oversee payroll check distribution; track, prepare, update, maintain and audit the attendance database to include preparation of attendance documentation; provide clerical support including filing, scanning documents, answering phone/emails; develop and maintain reports; compile information and data to present findings to members of leadership; maintain office machines, inventory and ordering; and assist with preparation of Care Center activities and events. Req 2-4 yrs of office/clerical experience; previous Human Resources experience; excellent communication skills; proficient in Microsoft Office (Word, Excel, PowerPoint, Access, Outlook). http://ch.pte.tales.net/CH1States/careers/requisition.asp?org=RESTORATION/HARDWARE&state=1&rid=4869

ASSOCIATE MARKET MANAGER: Expedia, Inc., Denver, CO. FT/REG. Deliver revenue and/or acquisition goals through management of inventory, content, rates and supplier relations through negotiation of best inventory and most strategically competitive rates in the assigned market; negotiate and secure market deals, promotions and dynamic rate rules; coordinate with Point of Sale (POS) to leverage merchandising opportunities and offerings; evaluate market trends and competitor activity and provide analysis and recommendations to management; and provide meaningful performance reporting analysis to partners at the property level to implement win-win solutions in order for the partner and Expedia to achieve market performance and long-term activity goals. Req BA/BS; 0-2 yrs related industry experience; strong communication and presentation skills; proficient in Microsoft Word, Excel and PowerPoint. http://expediajobs.findly.com/career/42162/Associate-Market-Manager-Denver-Co-Colorado-Co-Denver

INTERNAL AUDITOR I: The University of Texas of the Permian Basin, Odessa, TX. FT. Assist in planning work on assigned segments of the audit to include developing an audit program, conducting fieldwork, and writing the audit report for the assigned segment; review transactions, documents, records and reports for accuracy and completeness; prepare audit reports and submit them to the Director or Assistant Director for final review; and provide assurance that controls are adequate to safeguard University assets, and identify opportunities and make recommendations for operational efficiencies in the entities under review. Req BA/BS; proficient in computer skills, with emphasis on Microsoft Word, Excel, Access, and PowerPoint. Salary $3,500. https://jutdirect.utexas.edu/apps/hr/jobs/nlogon/131212019137

PAYROLL MANAGER: Provide Commerce, Inc., San Diego, CA. Responsible for all aspects of payroll management for the consolidated group, including processing, tax and benefits compliance and reporting, SOX compliance for the payroll function, and employee assistance; manage payroll department and oversee processing for both weekly and bi-weekly payroll cycles, ensuring accuracy, compliance and outstanding service goals are consistently met; ensure filing requirements and deadlines are being met and are in compliance with regulatory guidelines; implement necessary changes in response; and work with Human Resources and other departmental administrators to facilitate and improve the payroll processes. Req BA/BS; 3+ yrs experience in a Payroll Management position including staff management; strong computer savvy, including working knowledge of UltiPro and Ceridian payroll systems, and Workday; excellent organizational skills. http://www.providecommerce.com/join-our-team/careers/view/0MilYfw1

RECRUITMENT COORDINATOR: Virgin America HQ, Burlingame, CA. Partner with recruiters to ensure accurate and timely completion of the hiring process; assist in scheduling interviews including coordinating with the interviewer and interviewee and booking travel as needed; prepare required materials for group interview sessions; send appointment confirmation with directions, online application, etc.; and submit, review and process background investigations and schedule drug screening. Req BA/BS: 1-3 yrs experience assisting in a recruitment environment; excellent communication skills; proficient in MS Office (Outlook, Word, Excel, PowerPoint). https://www.virginamericaapply2jobs.com/ProfExt/index.cfm?fun=saction=mExternal.showJob&RID=1400&CurrentPage=1

ASSOCIATE CONTRACT NEGOTIATOR: Centene Corporation, San Antonio, TX. FT. Recruit and develop network for a region and set of providers: lead assigned recruitments (i.e., physician, hospital and ancillary) and ensure they result in complete and accurate standard contracts that meet objectives; facilitate and oversee to the provider set-up and contract configuration to ensure accurate claims adjudication; initiate contact and identify potential providers by geographic and specialty needs and update database; and coordinate with internal departments and contracted providers to implement and maintain contract compliance. Req BA/BS; 0-2 yrs of contracting, contract analysis, provider relations, or provider experience in a hospital or physician’s office or group setting; familiar with State and/or Federal health care programs preferred (Medicaid, Medicare). JOB ID No: 003LR. https://centene.taleo.net/careersection/2/moresearch/fl
HR ASSOCIATE.  247 Intouch, Aurora, CO. Responsible in filing, admin, & screening, interviewing, and testing candidates; and assist with all aspects of HR and Recruiting. Req 2 yrs of HR experience; have a solid work ethic, and positive attitude.  http://www.jobscore.com/jobs/247intouch/hr-associate/4FRVv5_u4P Ne4eih

CLIENT ONBOARDING SPECIALIST.  ClearSlide, San Francisco, CA. Work alongside Account Executives and Onboarding Managers to develop and deploy strategic roll out plans; engage clients, and work closely with account base users to verify they are trained and effectively drive adoption of the product on a consistent basis; develop and maintain clients relationships with new users; and achieve high trial conversion rates. Req BA/BS: 0-2 yrs professional experience; with prior experience in sales, account management or customer success; strong communication and organizational skills. http://clearslide.com/careers?reqVID=7BT40KFRSXS9JNYTUTF

EXPEDITOR.  Spectrum Brands, St. Louis, MO. TEMP|CONTRACT. Model the Spectrum Brands eight Core Capabilities to achieve service excellence, meet and exceed organizational objectives and support fiscal responsibility; review upcoming raw material purchase orders and confirm timely delivery with vendor; utilize SAP to assist Planning team with Purchase Order Management; communicate with other supply chain team members to ensure products are available for shipment to meet customer service goals; and comply with all company policies and procedures. Req AA: 1-3 yrs related work experience; familiar using an MRP system (SAP or similar); have strong MS Excel skills and strong analytical skills; strong communication skills. https://spectrumbrands.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=293772

SENIOR ANALYST/ASSOCIATE OPERATIONS & REPORTING.  Wilshire Associates Incorporated, Santa Monica, CA. FT/REG. Support day to day operations and reporting performance for the hedge fund of fund platform; work closely with fund administrator, sub-advisers, and prime brokers to resolve month-end breaks and finalize month end pricing and NAV reports for each of the reporting fund; review and respond to fund accounting and performance reporting questions on a periodic/ad-hoc basis from various interested parties; assist with daily & monthly tri-party reconciliation for positions and trades; and track all investment activity on the platform and provide reports to internal and external stakeholders as needed. Req BA/BS: 1-5 yrs of relevant experience in a hedge fund or/mutual fund accounting environment; have understanding of domestic and global security markets and instruments; familiar/knowledge of various hedge fund strategies; with prior experience with managed accounts and funds of experience in fund accounting, operations, compliance, audit, reporting; strong communication skills. https://wilshire-hr.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=339

ASSISTANT NATIONAL FUNDRAISING MANAGER.  Public Outreach, Seattle, WA. Train and develop new Mall Managers, Supervisors and Fundraising Representatives; provide leadership and support during times of transition; contribute to the overall strategic planning of the mall program; maintain and uphold minimum fundraising requirements; respond to email and phone requests in a timely manner; attend weekly conference calls and meetings; and create a positive office culture that is both team and goal oriented. Req BA/BS: 2 yrs’ experience in a management role managing at least 5 or more people; have experienced in managing teams across distances; excellent organizational, interpersonal and planning skills; proficient in using MS Office including Word and Excel, Google Applications such as Gmail, Google calendar and Google Documents/Google Drive and other basic computer functions. Salary $35,000-$42,000. http://www.publicoutreachrecruitment.com/apply-now!l=1&jv=fQG0y1f

BRANCH OPERATIONS ASSISTANT SERVICE MANAGER.  Desert Schools Federal Credit Union, Thomas, AZ. FT. Provide adequate training to staff members to ensure branch is under operational control, complying with DSFCU policies and procedures and following required audit and regulatory guidelines; inspire each member of the service team to achieve their individual performance standards and deliver outstanding service; support the direction, management and development of Tellers through effective training and coaching; and responsible for communicating effectively and building positive relationships with other DSFCU lines of business partners while effectively communicating within the organization. Req BA/BS: 1-2 yrs related experience and/or training; have knowledge of Microsoft Outlook Contact Management systems and Microsoft Excel Spreadsheet software and Microsoft Word Processing software. https://www1.recruitingcenter.net/Clients/DESSERTSCHOOL/S/PublicJobs/controller.cfm?action=JobProfile&Job_Id=18984&residual

ACCOUNTING ASSISTANT.  Easter Seals North Texas, Fort Worth, TX. Responsible for maintaining vendors including but not limited to obtaining W9’s for 1099 reporting, annual Debarment checks (“SAM”), and correcting/updating addresses; maintain open communication with Senior Accountant to inform of financial issues or concerns; perform other duties as assigned by the Senior Account or EVP/CEO; and prepare, code, and submit insurance claims. Req HS Diploma/GED; 2 yrs experience in medical billing and accounting; with working knowledge of MS Office 2010 (Word, Excel, Outlook); strong organizational and communications skills. http://www.easterseals.com/who-we-are/careers/job_professional.html#20130712A

PROGRAM & DATA ASSISTANT.  Urban Solutions, San Francisco, CA. FT. Conduct client registration interviews with new clients, input client data into our contact database and maintain client files; generate monthly reports and review them for accuracy and completeness; analyze client data and prepare graphs, charts, and statistics for reports, marketing materials, and grant proposals; manage the organization’s Salesforce database and customize it to the organization’s needs; and handle office technology needs and serve as the liaison to the technology consultant. Req BA/BS: 2 yrs of work experience; with previous experience with a relational database, such as Salesforce, including familiarity with database reporting. http://www.greencareers.com/green-job/31727/Program-Data-Assistant-San-Francisco

LEARNING & DEVELOPMENT MANAGER.  Micro Motion, Boulder, CO. Provide leadership & deliver results for Micro Motion’s Learning & Development activities to include program delivery and evaluation; lead and deliver results on Employee Engagement activities to include recognition platforms, community involvement, activities committee, Employee Opinion Survey, and BIP oversight and direction; complete the Micro Motion Communication Plan, ensuring that all aspects of the plan are administered and that employees receive the information necessary to be effective and engaged in the workplace; and assist in other HR functions as required. Req BA/BS: 5 yrs experience in Human Resources, preferably in a manufacturing environment; with experience in designing, developing, and implementing Training and Employee Engagement programs; excellent interpersonal, communication, and presentation skills. https://us21-pras.com/fep/tl_Emersn01.asp?newsid=jk1id=51501&newlang=9&aid=16104

STORE MANAGER.  Starbucks Corporation, San Bruno, CA. FT. Display a “customer comes first” attitude by training and holding partners accountable for delivering legendary customer service; drive the implementation of company programs by developing action plans and directly motivating and instructing the store team to implement them to meet operational and organizational objectives; ensure adherence to applicable wage and hour laws for nonexempt partners and minors; solicit customer feedback to understand customer needs and the needs of the local community; and use all operational tools to plan for and achieve operational excellence in the store. Req BA/BS: 3 yrs progressively responsible retail experience and experience analyzing financial reports; with knowledge of customer service techniques. Job ID No: 130002138. https://starbucks.taleo.net/careersection/1000225/moresearch.fl

PROGRAM ASSOCIATE.  Special Olympics Texas, Dallas, TX. Assist in the development and implementation of sports programs, coordinate and develop new teams, coaches and competitions. Req BA/BS; strong communication skills and ability to work well with volunteers. http://www.sotx.org/about/jobs/program-associate-area-10-1.html
SEO STRATEGIST, OrangeSoda, Inc., American Fork, UT. FT. Work with Premium Analysts and/or Account Manager to improve SEO understanding and work quality; carry out keyword and competitor research; compile traffic reports and undertake analysis of campaign performance, using a variety of tools; and provide on-page SEO recommendations. Req BA/BS, with web experience (SEO, PPC) and prior SEO or SEM experience desired; Knowledge of key word research; strong analytical and problem-solving skills; proficient in MS Word, Excel and PowerPoint. https://www.orangesoda.com/about/careers/

CAPITAL PROJECT SPECIALIST, PetSmart, Inc., Phoenix, AZ. Coordinate unique, mass roll-out projects between the appropriate PETM departments and outside agencies by scheduling associated events, clearly communicating project details, and performing AP tasks; monitor contract closeouts and maintain documentation; collaborate with internal business partners to gain an enterprise-level understanding of the create purchase orders using SAP platform; and review contract plans and specifications for conformance to project requirements and report’s findings to management. Req BA/BS; proficient with Microsoft Office software; strong communication skills; have knowledge of project management practices. http://jobs.petsmart.com/phoenix-real-estate/jobid4876037-capital-project-specialist-jobs

HUMAN RESOURCES TRAINEE (MANAGEMENT DEVELOPMENT PROGRAM), Nestlé Purina, Bloomfield, MO. FT. Collaborate with your HR mentor and leverage your new business knowledge to execute and enhance people strategies for the duration of your trainee experience (typically 18-24 months); gain knowledge and experience in the area of recruitment and selection process to include profile building; and participate on the College Recruiting Team for the Manufacturing Division of NPPC including Career Fairs, Campus Recruiting, and plant visits. Req BA/BS; with previous co-op or practicum experience and manufacturing experience; have student organization and leadership experiences. http://nestlejobs.com/us/united-states/nestle-purina-petcare-company/jobid4847998-trainee-human-resources-(management-development-program)

BUYER CORPORATE TRAINEE, United Natural Foods, Inc., Denver, CO. FT/REG. Responsible for reviewing and coordinating complex, one-time, and simple multi-term purchase requests in accordance with company policies; handle projects up to a designated dollar figure; and serve as a liaison between vendors and internal departments related to procurement functions. Req BA/BS; 0-3 yrs’ work experience; strong project management, negotiation and presentation skills; have knowledge of and/or experience with conducting market research and working knowledge of gross margin drivers. https://unfi-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=657

ASSISTANT BUYER, Houston Zoo, Inc., Houston, TX. Convert order requests to purchase orders through purchasing software system in accordance with established policies, procedures and authorization levels in the organization; process and enter purchase requests for goods and services covering the full range of needs of the Zoo; compile data for use in a variety of reports, surveys, inventories and studies; organize systems and processes for offices; ensure purchases are properly recorded, evidence of receipt is appropriate and processes requests for payment to the accounts payable; and assist Zoo staff with development of specifications to ensure goods and services are appropriate to their needs and are supplied within specified due dates. Req BA/BS; 1-3 yrs of experience in professional purchasing function; with Inventory control experience; excellent communications skills; proficient in computer software, including Microsoft Office. http://www.aza.org/Jobs/detail.aspx?id=32427

HR GENERALIST, Sitel, Amarillo, TX. Work closely with the site team in the development of a performance driven culture that encourages individual ownership of results and associate development; support the HR Manager in ensuring that the company remains fully compliant with changes to employment laws and practices and that these practices are implemented consistently; create and support retention initiatives by executing programs developed to improve associate morale, satisfaction, productivity and retention; and contribute fully to the business planning process and ensure human resources strategy is aligned with business goals. Req BA/BS; 2 yrs’ experience in an HR Generalist role with progressive work experience in human resources in a high volume environment or in associate relations; with experience demonstrating general knowledge, interpretation, and application of employment laws; excellent communication, interpersonal/collaborative, facilitation/presentation and influencing/negotiation skills. http://www.sitel.com/index.php?p=TalentLink&tpage=detail&sid=Q1FkIjU2ZDh3F3VBOBMOWW8d&nPostingID=9510&nPostingTargetID=18112&mask=s	next&g=EN

TRANSITION ASSISTANT, Spectrum Schools and Centers, Oakland, CA. FT/REG. Provide individualized supervision and instruction to assigned students and additional support to the core classroom staff; and work with assigned student(s) to implement their Individualized Education Programs (IEP) and successfully transition students from individual to group classroom supervision within a specified time frame. Req HS Diploma/GED; have experience working with individuals with disabilities or with students in an educational setting. https://esa-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspJob&JobID=498

DIRECT MARKETING MANAGER, PetSmart Store Support Group, Inc., Phoenix, AZ. Develop and implement comprehensive and integrated direct marketing solicitation strategies to secure individual gift income through mail and electronic communication; source Direct Mail and Email appeal vendors, materials and management; develop cogent and designed appeals for direct mail marketing campaigns; research and ensure on-line accuracy; manage weekly, monthly and quarterly report analysis for all fundraising channels; and manage the growth and retention of direct mail donors. Req BA/BS; with experience in managing staff while working in a hands-on capacity within an organization that focuses on cross-collaboration and teamwork and experience with Convio/Blackbaud Luminate online and CRM; strong interpersonal and communication skills. Job ID No: CH-13-2748.


COMMISSIONS ANALYST, Thanksgiving Point Business Park, Lehi, UT. Work directly with assigned international and domestic markets in managing all member accounts from a commission’s perspective; provide training and follow-up instruction to counterparts in all markets (across multiple departments) to work for the good of both the company as well as the members; responsible for preventing and/or resolving any problems that relate to member compensation through strategy development and proactive account management via the systems used to calculate and store commissions data; and act as a liaison with the CCD department, the Leadership Development department, and international markets to provide commissions-related support and assistance. Req HS Diploma/GED; 2 yrs related experience and/or training; have solid presentation abilities and knowledge of PowerPoint and other presentation systems. http://www.youliving.com/en_US/company/careers/commissions-analyst

FUND OPERATIONS ANALYST, Wilshire, Santa Monica, CA. FT/REG. Maintain fund cash balances and monitor daily cash activity ensuring differences/issues are identified and resolved in a timely manner; perform daily cash analysis and recommend the need to call capital from and distribute to investors (i.e. prepare cash position and forecast reports); responsible for posting activity to the general ledger, coordinating payment of expenses and maintaining supporting documentation; ensure that appropriate accounting treatment for all transactions is applied; and assist with other fund administration, such as data entry, scanning, and filing documents. Req BA/BS; 1-2 yrs of relevant experience having interned or worked in an accounting/financial operations role; with excellent quantitative and computing skills which includes proficiency in Microsoft Excel and Word and knowledge of SunGard Investran. https://wilshire-hr.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=335&company_id=16114
ASSISTANT FARM MANAGER. Highland Flats Tree Farm, Naples, ID. Assist farm manager in designing and implementing systems to efficiently manage labor and equipment; propose creative solutions to farming problems; generate new ideas for testing in our research program; and assist farm manager in working closely with distillation and quality management to produce the highest quality products. Req BA/BS; 3 yrs of agricultural farm management experience; with Mechanical knowledge and agricultural tools expertise; bilingual English/Spanish. http://www.youngliving.com/en_US/company/careers/assistant-farm-manager-highland-flats-treefarm

RETAIL SALES REPRESENTATIVE. Nestle, Pocatello, ID. FT. Sell additional product based on opportunities observed; interface with targeted store-level/district-level Retail Operations personnel to execute business reviews that drive volume; manage expenditure of financial resources in a fiscally responsible manner; ensure compliance to pricing guidelines at retail level; verify that scanning prices reflect current promotional allowances and zone pricing; and develop proper relations with department/store level personnel within territory in order to maximize sales results. Req BA/BS; 0-2 yrs sales related and/or consumer product goods experience. Job ID No: 14000214. https://nestleusa.taleo.net/careersection/nwaprof/moresearch.ftl

HEAVY PRODUCTS TRADER. Repsol, The Woodlands, TX. FT. Provide Derivatives Management, including Hedging; source of Fuel Oil (straight run and cracked), Vacuum Gasoil, Bitumen, etc., streams and blending for those products, if needed; contribute to development of business contracts, including evaluation and development of new opportunities; and remain current on the legal and economic issues affecting the hydrocarbon industry. Req BA/BS; 5 yrs of experience in petroleum products trading, preferably fuel oil trading; with strong knowledge of US Gulf Coast and Panama Markets and strong knowledge of Arbitrage Play. https://external-repsol.icims.com/jobs/11055/heavy-products-trader/job

PROGRAM COORDINATOR. The State of Missouri, Maryland Heights, MO. FT/REG. Track bill filed in the Missouri General Assembly; identify and monitor bills that intersect with March of Dimes advocacy issues and priorities; draft advocacy-related materials and communications related to MOD priorities; assist in volunteer recruitment and management, and the expansion of the chapter’s statewide grassroots advocacy network; and plan and implement annual Advocacy Day at the Missouri State Capitol. Req BA/BS; 1-3 yrs advocacy and government affairs experience; with health education experience preferred, particularly in maternal child health with basic knowledge of legislative, budgetary and regulatory processes and working knowledge of maternal and child health issues; excellent communication and presentation skills; proficient in Computer skills – Word, Excel, and PowerPoint. http://careers.peopleclick.com/careersrc/client_marchofdimes/external/jobDetails.do?functionName=getJobDetail&jobPostId=7793&localeCode=en-us

COMMUNICATIONS OFFICE INTERN. University of Nevada, Reno, NV. PT (15-20 hrs/wk). Provide marketing and communications support to specific research projects and student success initiatives; and responsible in researching and writing stories, press releases and media advisories, assisting in media relations and communications activities and various other duties. Req BA/BS; have solid writing foundation/skills and strong skills in photography, videography and sufficient knowledge/use of social media platforms. Salary $9/hr. https://www.unrsearch.com/postings/14421

UNDERWRITER. Prosper Marketplace, Inc., San Francisco, CA. FT. Assist in making the need to achieve monthly production goals without sacrificing quality; remain calm, courteous and focused when dealing with impending deadlines; display a pleasant, friendly demeanor with internal and external customers; and open to constructive criticism and willing to learn from errors. Req BA/BS; 2+ yrs of related experience (loan officer, loan processor); with prior financial services industry experience, esp. risk management experience and prior loan processing and approval experience; excellent communication skills; proficient in Excel, Word, Outlook. http://www.prosper.com/about/jobs/underwriter/

ONLINE MARKETING CAMPAIGN MANAGER. LendingTree, Burlingame, CA. FT. Assist and provide critical performance results and recommendations to internal and partner teams; take all appropriate actions to grow partnership on an ongoing basis; manage all aspects of promotions and ad-hoc opportunities with the partner; and facilitate internal project requests and work with internal teams across the organization. Req BA/BS; 2+ yrs experience in online advertising/marketing; excellent communication and interpersonal skills. http://careers.treecompserver.com/jivotiteframeconverter.aspx?type=Search%20Result&jobviteurl=http%3A%2F%2Fwww.jobvite.com/CompanyJobs/Careers.aspx%3Fv%3D39Vw%26cs%3Dqy9vVtw%26page%3DJobs

CAMPAIGN MANAGER, MEDIA. AudienceScience, Bellevue, WA. Deliver advertiser campaigns using a combination of analytical, statistical and tactical problem solving; work with DATAM team to determine customer targeting strategies; provide creative insights and solutions to meet campaign challenges to management, ad operations, Product and DATA team; act as the “campaign expert” for everything delivered, and know every detail intimately; and maintain a close relationship with account team and clients through routine follow-up and exceptional execution and service. Req BA/BS; with experience working with statistical models, query tools, “Big Data” reporting; excellent communication and relationship-building skills; proficient with Microsoft Office programs. http://www.audiencescience.com/campaign-manager-media/

CAMPUS BUSINESS OPERATIONS MANAGER. Le Cordon Bleu San Francisco, San Francisco, CA. FT/REG. Execute business operation policies and communicate to internal and external customers; enforce policies and procedures relating to the business operations at the campus level; facilitate external/internal audits including internal control reviews; provide campus level month-end accounting information to Centralized Accounting Group (CAG) including revenue, cash, A/P, certain accruals and others as directed by Regional Controllers; and manage process for timely collections of Non-Title IV funds. Req AA; 2+ yrs in business office environment and 1+ yrs Accounting, Student Finance or Financial Aid experience; with prior supervisory experience and strong Customer Service skills; excellent communication skills and management skills; proficient in Microsoft Excel and Word. https://careereducationhr.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=19367&company_id=16139

ASSISTANT CONTROLLER. The Christensen Fund, San Francisco, CA. Develop, implement and enforce compliance with regulations and Christensen accounting policies, procedures and systems; consolidate reporting for Christensen’s international operations and a domestic subsidiary; reconcile all investment statements and accounts on a monthly or quarterly basis as appropriate; direct the annual organization and department financial planning and budget preparation process; and prepare and perform the quarterly budget performance analyses and reviews with the Board, management and departments to develop and implement measures to minimize variance. Req BA/BS; with experience with international financial operations and compensation practices; have knowledge of banking arrangements, domestic and international electronic transactions of all types; proficient with QuickBooks, Excel, MS Word, Outlook, PowerPoint and familiarity with Acrobat and cloud-based applications. http://www.christensenfund.org/assistant-controller/

INSIDE SALES REPRESENTATIVE. ExamSoft Worldwide, Dallas, TX. Develop client prospects through trade shows, networking and targeted cold and warm calls; drive sales by understanding and articulating the company’s value proposition, competitive landscape and customer needs; navigate institutional and large organization buying/decision-making processes; represent the company at industry events; and provide input into sales collateral development. Req BA/BS; 0-3 yrs of previous software sales experience; strong working knowledge of software; with experience with consultative selling and experience in the academia, or testing services; excellent communication skills. http://learn.examsoft.com/jobs/inside-sales-representative
ACCOUNTING INTERN, Easter Seals, St. Louis, MO. PT (20 hrs/wk). Assist in the monthly accounting processes as needed with journal entries, cash receipts, and billing; process credit card payments; and prepare entries for statewide offices' accounts on a monthly basis. Req BA/BS; have excellent communication skills and basic computer skills. [http://lifeskills.iapplicants.com/ViewJob-528357.html](http://lifeskills.iapplicants.com/ViewJob-528357.html)

**Multi-Regional/International/Freelance**

CONFERENCE & EVENTS SALES COORDINATOR. Holiday Inn, Coventry, UK. FT. Responsible providing administrative and service support to the Conference & Events Manager by responding to inquiries for event space in a timely and efficient manner; provide follow up in an effort to convert inquiries to confirmed business; and attend to the delivery of clients' requests of their event. Req have previous experience of working in within a Conference and Events Sales. [http://ihg.jobs.net/job/conference-and-events-sales-co-ordinator-holiday-inn-coventry/J3H6KF6FZ3BZGZ1L6Z/](http://ihg.jobs.net/job/conference-and-events-sales-co-ordinator-holiday-inn-coventry/J3H6KF6FZ3BZGZ1L6Z/)

ONBOARD MARKETING MANAGER. Celebrity Cruises, MUL. FT. Optimize onboard revenue generation by analyzing financial data and developing cross-marketing, sales strategies and identifying areas of opportunity; and plan and conduct focus group sessions with guests and shipboard personnel to gather feedback, identity areas of improvement and formulate strategies to optimize guest satisfaction and revenue. Req BA/BS; 3-5 yrs marketing promotions, market research and/or sales analysis, preferably with a cruise line, resort, or amusement/theme park; with working knowledge of Microsoft Excel and Word. JOB ID No: 1001037. [https://royalcaribb.taleo.net/careersection/sbcelebrity/moresearch.ftl](https://royalcaribb.taleo.net/careersection/sbcelebrity/moresearch.ftl)

PAYROLL SPECIALIST. Dubai World Trade Center LLC, Dubai, United Arab Emirates. Handle payroll process end to end in HRMS payroll; provide resolution or suggest workarounds where required; assist in the development of overall payroll procedures by evaluating current processes and suggesting methods to improve operations, efficiency and service; interface with accounting department for all payroll accounting processes, journal entries to general ledger, reconciliation, etc.; enter data into computer system for additions, changes or deletions and process HR & Payroll action forms in a timely manner to ensure delivery of accurate and prompt employee payroll; and maintain all payroll records, reports, computations and audits. Req AA; 6 yrs comparable payroll experience; have significant knowledge of payroll administration and Hand on experience in HRMS (end to end process); proficient using automated accounting / payroll systems. [http://www.bayt.com/en/job/payroll-specialist-in-uae-3008336/](http://www.bayt.com/en/job/payroll-specialist-in-uae-3008336/)

BUSINESS ASSOCIATE INTERN. Google, MUL. Help small and large businesses, educational institutions and government agencies discover the wonders of “the cloud” and work smarter through Google Apps; define and communicate product policies, and we defend Google's integrity by fighting spam, fraud and abuse across Google products; receive ongoing training, and work closely to identify project goals and professional development opportunities; and participate in a structured program of educational and social activities to ensure a productive experience at Google that helps grow personal and professional skills. Req BA/BS; with previous internship experience in Sales, Advertising, Consulting, Analysis, Customer Service, Marketing, Finance or related fields. [https://www.google.com/about/jobs/search/?#!t=jo&jid=3708001&](https://www.google.com/about/jobs/search/?#!t=jo&jid=3708001&)

OFFICER, PROCUREMENT. Bridge International Academies, Nairobi, Kenya. FT. Review and track all vendor responses and provide master summary; conduct comprehensive financial analysis of all proposals; manage technical analysis with end user, highlighting strengths, weaknesses and deficiencies; utilize evaluation results to create competitive range of best proposals; communicate notices to unsuccessful bidders; and engage vendors in negotiations in order to identify and achieve significant cost savings and favorable terms for BIA. Req BA/BS; 2-4 yrs working in a procurement role in a busy working environment; experience working with construction procurement; with Certificate in Purchasing and Supply Management; excellent communication skills. [http://jobs.omidyar.com/jobdetail.php?jobid=201984](http://jobs.omidyar.com/jobdetail.php?jobid=201984)

FINANCE & CONTROL TRAINEE DEVELOPMENT PROGRAM. Nestle USA, MUL. FT. Provide training and development focuses on a broader view of the role of finance across multiple finance functions. Req BA/BS, strong communicators who exhibit responsibility and leadership potential and demonstrate exceptional learning capabilities. Job ID No: 14000127. [https://nestleusa.taleo.net/careersection/nwnaprof/moresearch.ftl](https://nestleusa.taleo.net/careersection/nwnaprof/moresearch.ftl)

Good luck!  

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