



CURRENT JOBS IN MANAGEMENT AND BUSINESS

The National Employment Bulletin for the Business Professions
April 2010

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

East/Northeast

GRANTS MANAGEMENT ASSISTANT. The Leukemia & Lymphoma Society, White Plains, NY. Assist in administering receipt and review of grant applications; work w applicants, grantees and research dept staff to complete grant making and reporting requirements; process progress, financial and intellectual property reports; update financial records; provide administrative support to the dept. Req BA/BS; strong comm./computer/org/multi-tasking skills; basic accounting skills; admin exp. http://www.leukemia-lymphoma.org/all_jobs_detail.adp?item_id=603877

SPECIAL EVENTS MANAGER. The Leukemia & Lymphoma Society, Williamsville, NY. Manage, coordinate and market a variety of special events and activities; manage and implement multiple campaigns or projects within the chapter area. Req BA/BS; 1-3 yrs event/fundraising exp; background in marketing a plus; strong presentation/comm./multi-tasking/problem solving skills. http://www.leukemia-lymphoma.org/all_jobs_detail.adp?item_id=595143

SALES ASSISTANT. Penguin Group, New York, NY. Provide administrative support to director and dept; act as liaison between Penguin and Bookscan for the three Nielsen Bookscan websites; generate new Bookscan accounts for Penguin employees; generate, update and distribute various reports; prepare sales research. Req BA/BS; 6 months office exp; bookstore exp a plus; excel org/comm./MS Office skills; attn to detail. <http://us.penguin.com/static/pages/aboutus/employment/jobopportunities.html>

ALLOCATOR. Kate Spade, New York, NY. Allocate merchandise using allocation system to determine needs and capacity of stores; analyze store performance by region and volume cluster to understand selling patterns; make recommendations to buying team on appropriate size curve for future purchases; perform in season replenishment to stores; collaborate w merchandising team; work w store planner on allocations and merchandise transfers. Req strong comm./analytical/math skills; detail oriented; allocation exp; JDA knowledge a plus. Job ID 11694. <http://www.katespade.com/corp/index.jsp?page=employment>

BUSINESS DEVELOPMENT COORDINATOR. Undertone Networks, New York, NY. Process campaign insertion orders and modifications for agency clients; process purchase orders and publisher ad tags; client communications and reporting; internal reporting and discrepancy analysis; sales and customer support. Req BA/BS; MBA pref; 1-2 yrs exp in business development role; digital advertising related exp pref; internship exp considered; excel comm./time mgt/analytical skills. Job ID 2010-1145. <http://www.undertone.com/aboutus/current-openings.php>

PROGRAM CONTROL ANALYST, ASSOCIATE. ManTech, Columbia, MD. Provide support on a mission critical effort. Req BA/BS; 2 yrs exp w MS Project or Primavera; have completed adv level MS Project or Primavera course; exp creating, maintaining and tracking project schedules; exp w associating risk and risk mitigation; security clearance. Req ID 33918BR. http://www.mantech.com/careers/careersFrames_search.asp

VALUATION REVIEW GROUP ASSOCIATE. Morgan Stanley, New York, NY. Responsible for collection of valuation testing results across all business units; consolidate results in monthly presentation to management; coordinate large scale strategic projects; coordinate communication among project leads, stakeholders and clients. Req BA/BS; 1-3 yrs exp in management reporting in financial/banking industry; excel interpersonal/comm./influencing skills; strong org/problem solving skills; understand basic accounting; know MS Office. Position no 67156. <http://www.morganstanley.com/about/careers/careersearch.html>

TALENT ACQUISITION SPECIALIST. Reckitt Benckiser, Parsippany, NJ. Perform day to day administrative, recruitment and general HR tasks; assist w recruitment of entry level roles for multiple functions; post all jobs in database; gather on-boarding paperwork for new hires; assist w administrative actions related to immigration; process vendor invoices; create offer letters and send out new hire packages; assist w university recruiting activities. Req BA/BS in human resources or business management; 0-3 yrs exp; open to domestic or international relocation; excel org/comm./MS Office/interpersonal skills; able to travel. Job no NEW07C. <http://www.reckittbenckiser.jobs/apply>

HUMAN RESOURCES SPECIALIST Reckitt Benckiser, Parsippany, NJ. Assist in recruitment for Undergrad Career Development Program; manage new hire readiness; assist in aligning Canadian procedures and website content w US; exit process; monthly headcount reporting; annual performance development reviews; provide HR advise to managers and employees. Req BA/BS; HR internship exp pref; PeopleSoft exp a plus; strong leadership/interpersonal/comm. skills; able to travel; project management skills. Job no NEW079. <http://www.reckittbenckiser.jobs/apply>

SALES ASSOCIATE. EMC, Franklin, MA. Generate potential sales leads; understand wide ranging product solutions; participate in education opportunities. Req BA/BS; desire to begin sales career; excel comm./influencing/interpersonal skills; history of extracurricular activities desired. Req ID 46255BR. https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=20085&siteid=5109

ANALYST, DOMESTIC CASH MANAGEMENT. Viacom, New York, NY. Assist director in daily preparation of reports and analysis; forecast, control and manage daily cash position; review requests for new bank accounts; prepare all documentation required by banks; maintain database of account information. Req BA/BS in finance, business, economics or accounting; 1-2 yrs exp in a business/finance or cash management environment; excel comm./MS Office skills; familiar w treasury/banking terms and best practices. <https://jobhuntweb.viacom.com/Viacom/main/main.asp>

DEPARTMENTAL ASSISTANT, INTEGRATED MARKETING. MTV Networks, New York, NY. Travel, phones, expense reports, meetings, calendar organization and business correspondence; assist managers w sponsorship executions; maintain collateral materials; distribute logistical documents; event logistics; facilitate premiums for marketing and sales; maintain digital assets; work w senior leaders on production budgets. Req BA/BS; excel comm./org/multi-tasking/analytical skills; know MS Office; strong business ethic. <http://www.mtvnetworkscareers.com/recent-jobs-page/>

MARKETING ASSISTANT. 4H, Chevy Chase, MD. Execute digital communications and social media projects; conduct competitive and market research; develop branded collateral; complete writing/editing assignments; create presentations; perform planning/logistics for meetings and conferences; establish positive relationships w trustees and donors; provide admin support as necessary; update budgets and interface w finance. Req BA/BS; 1-3 yrs exp; excel interpersonal/comm./org/customer service skills; able to multi-task; know MS Office; know presentation/graphic software a plus. <http://4-h.org/careers.html>

PROCUREMENT PLANNING AND CONTROL ASSOCIATE. Lockheed Martin, Washington, DC. Support Global Supply Chain Management organization; obtain quotes and process orders; responsible for development, review and retention of procurement documentation; input material requisitions into electronic procurement system; assist w reconciliation invoices to authorize payment; update tracking systems to monitor and meet internal metric objectives. Req BA/BS in related discipline; excel comm./MS Office/time mgt/org skills; general procurement knowledge desired; exp w LM systems and Six Sigma skills desired. Req ID 151183BR. http://www.lockheedmartinjobs.com/jobsearch_college.asp

ANALYST, CLIENT DELIVERY. Argus, White Plains, NY. Utilize problem solving, data mining and analytic skills to develop key strategic quantitative analysis for the client delivery group; identify issues and develop recommendations based on analytical insights; communicate key analytical findings to the team; prepare and deliver presentations; improve and streamline processes. Req BA/BS; strong analytic background and business understanding; excel quantitative/qualitative skills; familiar w SQL and SAS a plus. <http://www.argusinformation.com/careers/whyjoinargus.htm>

ADVERTISING COORDINATOR. Springer, New York, NY. Support all advertising related activities; traffic ads between clients, agencies, sales reps and production editors; liaise w agencies and third party vendors; handle billing and invoicing; compile reports for senior management; maintain sales materials and media kit supplies; maintain up to date library; sell incoming ads for some smaller journals. Req BA/BS; 1-3 yrs ad coordination/agency/publishing exp; know publishing industry; excel writing/editing/org/comm. skills; know MS Office; highly motivated. <http://www.springer.com/about+springer/career?SGWID=0-40177-0-0-0>

SOCIAL MEDIA COORDINATOR. ESPN, New York, NY. Support day to day management and execution of social media initiatives of the ESPN brand; assist in promotion and development of ESPN social content and experiences; handle data entry and tracking of performance metrics; monitor and respond to fan community. Req BA/BS; 0-2 yrs exp; excel writing/editing skills; extensive knowledge of sports; understand marketing strategy and social technologies. Req ID 234376. <https://disney.recruitmax.com//main/careerportal/default.cfm>

ASSOCIATE, GLOBAL RECRUITING SERVICES. Devex, Washington, DC. Coordinate sales, client relations and provide customer support for recruiting services to NGOs, consulting firms and donor agencies; support e-recruitment software; execute marketing campaigns; provide training to members; create strong network of connections in international development community. Req BA/BS in international affairs, information technology or related field; 1-2 yrs exp pref; prior sales, marketing or account management exp; fluency in Spanish, French, German, Portuguese, Japanese or Italian a plus; excel interpersonal/comm./org skills. http://www.fpa.org/jobs_contact2423/jobs_contact_show.htm?doc_id=1207155

CHANNEL SALES MANAGER. DAP Inc, Baltimore, MD. Work w sales and marketing teams to grow sales; champion projects for new business, conversions and promotional initiatives. Req BA/BS; 1 yr sales exp related to hardware, paint or home centers pref; strong presentation/comm./management/coaching skills. http://www.dap.com/careers/Channel_Sales_Mgr_MD.aspx

INTERNAL AUDITOR. Kodak, Rochester, NY. Perform controls reviews; consult w clients and perform continuous monitoring activities; prepare and review audit planning documents; analyze problems and develop alternatives; engage in special projects. Req BA/BS in accounting or finance; Master's pref; 1 yr exp performing financial, operational and compliance audit work; accounting exp desired; professional cert. pref; excel comm./analytical/critical thinking skills. Req no 15323BR. <http://www.kodak.com/US/en/corp/careers/index.jhtml?pq-path=2217/923>

HUMAN RESOURCES ASSOCIATE. ACLU, New York, NY. Work w benefits manager to perform customer service function of HR; prepare materials and assist w new employee orientation; determine eligibility and conduct benefits enrollment for new employees; maintain HRIS records; process and prepare benefits paperwork; assist w processing of employee terminations; assist in preparation of 401(k) correspondence; process and distribute insurance payments for affiliate offices. Req BA/BS in business administration or human resource management; know principles and practices of employee benefits; excel org/teamwork/comm./interpersonal skills; know MS Office; exp w HRIS database pref; commitment to mission of the ACLU. <http://www.nonprofitcareer.com/resource/searchdb/showjob.cfm?id=5180>

DEVELOPMENT ASSOCIATE. National Women's Law Center, Washington, DC. Assist grant writers in preparing foundation fundraising proposals, reports, budgets and related attachments; acknowledge foundation donations; maintain Raiser's Edge database; research foundation prospects; coordinate mailings to foundation donors; maintain foundation files; track deadlines and manage foundation grants calendar; assist w annual dinner and other fundraising initiatives. Req BA/BS; 2 yrs development exp pref; attn to detail; interest in women's rights issues; excel comm./org skills. <http://nwlw.org/details.cfm?id=3854§ion=Jobs>

CORPORATE MERCHANDISE TRAINING PROGRAM. TJX, Framingham, MA. Analyze reports and inventory levels; identify trends; make decisions on where merchandise should be allocated; pursue career in either planning and allocation or buying. Req BA/BS w min 3.2 GPA; excel analytical/strategic/creative thinking skills. http://www.tjx.com/careers_jobs.asp

EVENTS MANAGER The Humane Society of the United States, Gaithersburg, MD. Assist Director of Events w successful implementation of fundraising events; work w field staff to get details on proposed fundraisers; discuss events policy w field staff and proposed host; coordinate production and mailing of invitations; track and record RSVPs and donations; maintain comprehensive records about events. Req BA/BS; 1-3 yrs exp in fundraising or special events highly desired; excel org/analytical/problem solving skills; strong comm. skills; know MS Office and Raiser's Edge pref. <http://www.humanesociety.org/about/employment/>

STAFF ACCOUNTANT-REVENUE. The Humane Society of the United States, Gaithersburg, MD. Prepare journal entries for direct deposits and website contributions; prepare account reconciliations; responsible for all aspects of FEC reporting; maintain spreadsheet of website source codes; coordinate w other depts. to identify new revenue sources; coordinate allocations of mailroom postage; prepare monthly direct marketing revenue and expense report; maintain records of international banking activity. Req BA/BS in business or accounting; 1-2 yrs exp in account reconciliations; excel analytical/comm. skills; exp in Excel and accounting software; attn to detail. <http://www.humanesociety.org/about/employment/>

STRATEGIC GROWTH COORDINATOR/ASSOCIATE. Forrester Research, Cambridge, MA. Drive human resource activities and processes that support business initiatives; provide operational leadership on a variety of projects; reflect business headcount changes in HRIS in a timely manner; clean and compile data related to employee headcount; work w consultants and learning and growth team to schedule development sessions; collaborate w all HR functions. Req BA/BS; 1-2 yrs business exp, pref in HR; excel org/comm./problem solving/MS Office skills; detail oriented; able to work in fast paced, multicultural environment. http://forrester.myvurv.com/main/careerportal/Job_List.cfm?szSearchType=Advanced

ACCOUNT EXECUTIVE. CBS Radio, Pittsburgh, PA. Generate qualified prospects for business; develop needs-based marketing strategies for clients; maintain client database; provide direct services to advertising agencies and clients; meet or exceed personal sales goals; maintain comprehensive knowledge of advertising and marketing in market area; work to increase station share of advertising/marketing dollars. Req BA/BS pref; excel comm./computer/teamwork/org skills. Req ID 5027BR. http://www.cbsradio.com/careers/jobs_html

STAFF ACCOUNTANTS AND FINANCIAL ANALYSTS. Foot Locker, Camp Hill, PA. Prepare and present accurate, well-supported financial analysis and reports; prepare timely and accurate account reconciliations; identify and implement process improvement opportunities. Req BA/BS in accounting or finance; 1-2 yrs exp a plus; excel comm./teamwork; computer skills. http://footlocker.hireengine.net/jobs/detail.cfm?job_id=2627&location_id=645

GRANTS ANALYST. Deloitte, Washington, DC. Coordinate w client stakeholders to facilitate and monitor FEMA grant closeout process; facilitate grant closeouts by completing necessary documentation; resolve outstanding balances; track and report grant close-out status. Req BA/BS in business, finance, accounting, engineering or related discipline; 1-2 yrs exp in consulting or related industry; US government exp; strong analytical/presentation skills; exp in business process analysis/financial analysis and related activities; know MS Excel; ability to obtain security clearance. Ref code E10WAKSRCPO071. <http://careers.deloitte.com/united-states/experienced-professionals/opportunities.aspx>

ASSOCIATE BUSINESS SYSTEMS ANALYST. Liberty Mutual, Dover, NH. Analyze business problems and processes to determine business needs; make recommendations and translate to systems requirements; execute test scenarios; monitor system performance and evaluate customer satisfaction. Req BA/BS; able to understand multiple areas of the business; aptitude for technology; know MS Office; organized; attn to detail. Job no 11038. <https://lmig.taleo.net/careersection/lmigcampus/jobsearch.fl>

TRADE RISK ANALYST. JP Morgan Chase, New York, NY. Use various risk mgt tools to monitor control environment in trade globally; provide guidance on process improvements and risk mitigation activities; assist w new business initiative approvals; provide analytical and consultative support to department; assist manager in building comprehensive risk management reporting process. Req BA/BS w excellent academic performance; 2 yrs banking exp; excel analytical/problem solving/interpersonal/time mgt skills; able to manage multiple projects; willing to take ownership and find creative solutions. Job no 100022620. <https://jpmchase.taleo.net/careersection/2/joblist.fl>

ASSOCIATE PRODUCT MANAGER. GSN.com, Newton, MA. Develop project plans; assist in developing site maps, navigation, wire frames and spec documents; drive key elements of creativity within the strategy and execution of initiatives; ensure that creative concepts can be produced within agreed timeframes, technical constraints and budgets. Req BA/BS; 1-2 yrs exp as a new media/interactive producer or related exp; exp w online interactive entertainment/games industry; know web tools, technologies and best practices; excel project planning/MS Office/decision making skills. http://www.gsn.com/cgi/careers/list_all.html - job_info

ADVERTISING BUSINESS ANALYST. Forbes, New York, NY. Data entry and analysis; train new users; maintain positioning and forecasting systems; competitive ad tracking; create and update reports; perform research projects. Req BA/BS; strong Excel skills; familiar w database programs such as Salesforce.com; exp working w financial information and spreadsheets. Req ID 106. <http://www.forbesinc.com/careers/>

ACCOUNT RELATIONS REPRESENTATIVE Canon, Jamesburg, NJ. Provide dealer-account operational support; interface w staff and clients; analyze sales and marketing data through use of presentations and spreadsheets; perform marketing program and order coordination; consult in areas of business process improvement and problem solving. Req BA/BS; 1 yr office exp; proficient in MS Office; excel presentation/multi-tasking/org/comm. skills; attn to detail. Job ID 2010-2832. <https://jobs-cusa.icims.com/jobs/2832/job>

LICENSING COORDINATOR. Kate Spade, New York, NY. Perform administrative duties for licensing division; maintain collateral library/image library; monitor all creative work orders; prepare creative briefs to ensure clear communication of needs; facilitate sample requests; line sheet coordination and distribution; gather and distribute all licensee wholesale and retail selling reports; research potential licensing and new business opportunities; secure product approvals/product comments on samples when necessary; set up seasonal design overviews. Req BA/BS; 1-2 yrs exp in brand management, licensing, marketing, merchandising or product development; strong interpersonal/comm./computer skills; market awareness; retail math skills. Job ID 11527. <http://www.katespade.com/corp/index.jsp?page=employment>

FINANCIAL SALES & ANALYTICS TRAINING PROGRAM. Bloomberg, New York, NY. Receive comprehensive training in analytics department; specialize in one of four market areas incl fixed income, equities, foreign exchange/commodities or derivatives. Req BA/BS w coursework in finance, economics or business; exp w use of Bloomberg Terminal a plus; excel comm./multi-tasking/critical thinking skills; fluency in foreign language a plus. Job no 23853. <http://careers.bloomberg.com/hire/jobs/job23853.html>

TALENT SPECIALIST. The Ladders, New York, NY. Responsible for day to day account sourcing; research, develop and implement sourcing strategies to identify qualified candidates; post available positions on TheLadders.com; organize and present qualified candidates to recruiters; develop and grow relationships w account stakeholders; manage daily calendar; maintain accurate and thorough documentation during sourcing process. Req BA/BS; sales/business development exp a plus; exp w sourcing candidates desired; excel phone/comm. skills. Tracking code 290809-772. <http://workattheladders.typepad.com/>

CLIENT SERVICES INVESTMENT MANAGEMENT. Northwest, Stamford, CT. Provide exceptional client service; coordinate w multiple depts. to disseminate client information, plan and coordinate events, etc; drive logistics and scheduling for the team; some admin responsibilities. Req BA/BS w strong GPA; varied backgrounds and new grads welcome; excel problem solving skills; highly motivated. <http://jobs.thedeal.efinancialcareers.com/job-400000000611532.htm>

JUNIOR FINANCIAL ANALYST. IAC, New York, NY. Manage all aspects of the accounts receivable function; work w collections manager; manage inter-company transfers; month-end close reporting and reconciling accounts; establish new Oracle units when required; manage daily revenue forecast model; publish daily and weekly reports; assist w forecast and budget related deliverables. Req BA/BS in finance/accounting; 0-2 yrs exp; Excel proficiency; exp w Access and Oracle pref; attn to detail. <http://www.jobvite.com/CompanyJobs/Careers.aspx?c=qUY9VfwG&cs=9ze9VfwB&page=Job+Description&j=ogEhVfwQ>

EDUCATION DELIVERY ASSOCIATE. US Green Building Council, Washington, DC. Assist education and business development teams in identifying and delivering opportunities for education among prospective partner organizations; support education sales and new business development activities; assist in maintaining database for marketplace/industry trends and education clients; act as liaison in consultative sales activities; fulfill large-scale orders; develop reports; assist in business planning, budgeting and performance tracking; facilitate development of marketing materials and sales tools for education dept. Req BA/BS in marketing/communications or business development; excel comm./interpersonal/customer service/org skills; some environmental or education industry exp pref; attn to detail; able to travel. Job ID 6635252. http://careercenter.usgbc.org/c/job.cfm?site_id=2643&jb=6635252

SALESFORCE.COM ADMINISTRATION ASSOCIATE. Blackboard, Washington, DC. Provide prompt and complete resolution to technical challenges and business issues; assist in execution of project plans to address changing business needs; help users increase their knowledge of Salesforce.com; assist w report generation; maintain user profiles, security settings and access settings; perform data integrity and manipulation tasks. Req BA/BS; 1 yr exp in administration of Salesforce.com or in an IT business consulting role; strong understanding of database terminology; excel MS Office/org/time mgt/analytical/comm. skills; strong sense of how Salesforce.com can be used to improve business processes. Tracking code 101660. <http://blackboard.com/Company/Career-Center/Openings.aspx>

South/Southeast

PROGRAM FINANCIAL ANALYST, ASSOCIATE. ManTech, Chantilly, VA. Assist in developing plans incl budgets and schedules to meet contractual/project requirements; assist senior personnel in establishing and defining program requirements; monitor progress of program requirements; report, analyze and interpret financial and operating data. Req BA/BS in finance, accounting, business administration or engineering; 0-2 yrs exp in technical program planning and implementation, contract interpretation or budget development. Req ID 37047BR. http://www.mantech.com/careers/careersFrames_search.asp

TEAM TRAINING MANAGER, CUSTOMER CARE. ADT, Jacksonville, FL. Provide training to account services center new hires in a classroom setting using lecture, hands on computer training, reviews and supervised on-the-job training; provide any and all training needs. Req BA/BS; 1-2 yrs management/supervisory exp in an inbound/outbound calling environment; fluent in English and Spanish pref; excel comm./org/analytical skills; know sales and billing processes ideal. <http://jobsearch.tyco.newjobs.com/getjob.asp?JobID=86839060&AVSDM=2010-04-09+00%3A24%3A00&Logo=0&col=dltcj&CY=US&sort=dt&vw=b&submit.x=28&submit.y=9>

MEMBER ADVISORS. INPUT, Reston, VA. Serve as primary interface with members for requests and inquiries, training, product renewal and support; be a member advocate; provide timely research support; keep abreast of industry news, events and legislative activity; serve as account manager for product renewals; develop product renewal proposals; ensure members are properly trained and educated in utilizing services; conduct product demonstrations. Req BA/BS; excel comm./computer/interpersonal skills; know public sector marketplace; marketing or market research exp in IT industry an adv. <http://www.input.com/corp/careers/jobdetail.cfm?job=161>

ACCOUNTANT. INPUT, Reston, VA. Process sales orders and client invoices; prepare journal entries and account reconciliations; prepare financial statements and performance reports; process accounts receivable; prepare lead schedules for audits/reviews. Req BA/BS in accounting; 0-3 yrs exp; strong analytical/problem solving/comm./interpersonal/org skills; know MS Office; detail oriented. <http://www.input.com/corp/careers/jobdetail.cfm?job=113>

ANALYST-HANDSETS, ACCESSORIES & PACKAGING. TracFone Wireless, Miami, FL. Support sales and marketing teams by managing production schedules, materials delivery and service levels; monitor and adjust production scheduling and materials delivery to achieve inventory objectives; forecast production and timely delivery of materials to distribution partners; provide support to sales and marketing project initiatives. Req BA/BS; 2-4 yrs logistics, procurement or product management exp; excel comm./analytical/problem solving skills; proficient in Excel. Tracking code 260-032610. https://hostedjobs.openhire.com/epostings/submit.cfm?version=1&company_id=16179

HANDSET MATERIALS MARKETING SPECIALIST. TracFone Wireless, Miami, FL. Support development of handset photography; review shots and naming conventions for accuracy; maintain inventory of handsets for reference; responsible for detailed proofing and correcting of all handset collateral; obtain sign-offs for each collateral element. Req BA/BS pref; 2-4 yrs exp pref; excel org/proofreading skills; able to guide photography and graphic design; Spanish language skills a plus. Tracking code 450-032910. https://hostedjobs.openhire.com/epostings/submit.cfm?version=1&company_id=16179

FINANCIAL ANALYST ASSOCIATE. Lockheed Martin, FL. Set up cost control tools; monitor and control costs and schedules; perform analyses and prepare reports to ensure that contracts are within negotiated parameters; ensure adequate funding availability; maintain accurate records of expenditures. Req BA/BS in related discipline. Req ID 151604BR. http://www.lockheedmartinjobs.com/jobsearch_college.asp

FINANCE/BUDGET ANALYST. Mitre, McLean, VA. Budget formulation; financial analysis, estimation and forecasting; expenditure tracking; contract expenditure monitoring. Req BA/BS in a business discipline; 1 yr exp; understand government budget and finance regulations and processes; excel analytical skills; excel org/comm./interpersonal skills; familiar w contract monitoring techniques; US citizen eligible for security clearance. Req ID 13483BR. <http://www.mitre.org/employment/index.html>

COORDINATOR OF VOLUNTEER RESOURCES. MADD, Baton Rouge, LA. Conduct needs assessments and develop plans for growth of volunteer resource base; develop and implement sourcing and recruiting strategies; develop, schedule and conduct volunteer orientation; recruit, schedule and direct volunteers; develop and implement volunteer recognition programs. Req AA/AS and/or certification in volunteer management; 2 yrs exp developing, coordinating and managing volunteer resources; excel math/writing/comm/MS Office skills; some travel; able to handle multiple projects. <http://www.madd.org/About-Us/About-Us/Careers/Southern-Chapter-Job-Opportunities/Job-Opportunities/Coordinator-of-Volunteer-Resources.aspx>

AD SALES COORDINATOR. Discovery Communications, Miami, FL. Manage all aspects of accounts from entry to reconciliation/billing; apply copy to all contracts booked; provide necessary information to external sales reps; ensure accuracy of all money booked in system; maintain central filing system for all accounts; ensure proper execution of sponsored elements; liaise between region and external sales reps. Req BA/BS pref; 1 yr exp, pref in television environment; excel analytical/org/comm./MS Office skills; fluent in Portuguese; Spanish a plus. Req no 9575. <https://www.discovery.apply2jobs.com/index.cfm?fuseaction=mExternal.showSearchInterface>.

ACCOUNT SPECIALIST, ORGANIZATIONAL PROGRAMS. SHRM, Alexandria, VA. Manage existing pool of clients; increase sales of training programs, products and services to existing clients; establish new relationships w clients; use consultative sales process to engage potential clients; reach and exceed revenue and target numbers; track and report daily activity; support forecasting efforts; identify trends. Req BA/BS; 2-5 yrs exp in professional services environment (sales, consulting, account mgt); excel comm./presentation/decision making skills; proficient in MS Office, Salesforce.com. Tracking code 207966-075. <https://shrmcareers.silkroad.com/>

ENGAGEMENT SPECIALIST. Affinion, Franklin, TN. Create, execute and manage local action plans to accomplish overall sales, service and revenue goals; balance continued growth in new business with retention of existing customers; develop, manage and diversify relationships w key decision makers at existing and prospective financial institutions; support account executives. Req BA/BS pref; 1-3 yrs exp in retail or sales; financial institution exp a plus; excel comm./org/MS Office skills. http://www.affiniogroup.com/about-us/careers/current_opportunities.cfm

RECRUITING COORDINATOR. PAE, Arlington, VA. Maintain applicant tracking system database; process all paperwork from candidates to generate offers for positions; post jobs to database and websites; review resumes to identify qualified candidates; correspond w applicants, candidates and new employees to ensure proper submission of documents; maintain statistics for advertisements and applicants; assist and coordinate pre-deployment/deployment processes. Req AA/AS or BA/BS highly pref; 1-3 yrs exp supporting staffing, HR or admin functions; exp maintaining applicant tracking software desired; know MS Office and Internet; excel comm./telephone/multi-tasking skills. Job ID 5712. http://www.mindscope.com/paegov03055cw/asp/JobDetails.aspx?Job_ID=5712

EMPLOYMENT SPECIALIST. Macy's, Clearwater, FL. Evaluate candidate application data and assessment results to screen candidates for open positions; manage candidates through the employment process; post, remove, extend and otherwise maintain all job requisitions; ensure screening compliance; maintain interview calendars. Req ability to evaluate multiple pieces of data and reach a sound decision on job fit; excel comm./computer skills; attn to detail; able to maintain confidentiality. Job no REC00115. <http://www.macysjobs.com/apply/>

Midwest

FORECAST ANALYST. Samsung, Minneapolis, MN. Track market trend to estimate market size of following 6 months; collaborate w marketing on price and promotion roadmap; manage sell thru target for each product; supply chain monitoring; data management. Req BA/BS in supply chain/business administration pref; 1-4 yrs exp in operations, retail or related field; know MS Office; know SAP desired. <http://www.jobs.samsungusa.com/RCPostInit.do>

HUMAN RESOURCES ASSOCIATE. State of Illinois, Kankakee, IL. Perform paraprofessional human resources functions relating to programs such as group insurance, deferred compensation, state employees' retirement system, personnel rules, etc. Req AA/AS; know office procedures; excel writing/math skills; working knowledge of HR programs; excel comm./interpersonal skills. Job no 10-75-47059. <http://agency.governmentjobs.com/illinois/default.cfm?clearsearch=1>

CORPORATE TRAINEE. Quad/Graphics, Sussex, WI. Leadership development program; may travel throughout US and train in plants and sales offices; serve prestigious client base; gain strong knowledge of product and process. Req BA/BS, pref in printing or publishing, business, marketing, communications, finance, foreign language, or operations management; GPA 3.0 or above pref; work history in sales, customer service, printing/publishing or management pref; study abroad exp pref. Req no 0192. <http://www.qg.com/careers/default.asp>

HR ADMINISTRATOR. Walgreen's, Deerfield, IL. Provide support for recruitment process; work closely w recruiters to coordinate activities; assist w special projects; general office functions. Req BA/BS pref; general admin exp; excel comm./time mgt/MS Office skills; exp in HR environment pref. Job no 001511. <http://careers.walgreens.com/job-search/>

PRODUCT PLANNER. Ashley Furniture Industries, Arcadia, WI. Forecast product utilizing statistical forecast system; develop and advance relationships throughout the supply chain; monitor customer orders, ad notices and placements; create/maintain product journals and purchase orders; review/analyze capacity constraints; some travel. Req 2 yrs college; excel math/time mgt/org/comm./problem solving skills. <http://www.ashleyfurniture.com/Legacy/AshleyJobs/JobDescription.asp?strRequisitionID=1452>

HUMAN CAPITAL CONSULTING ANALYST, COLLEGE PROGRAM. Mercer, Detroit, MI. Analyze clients' financial and compensation data versus market; work w market pricing analyst to ensure market data are reasonable and client specifications are met; apply research skills to understand financial performance, talent management trends and pay practices within the marketplace; assist in writing and structuring client presentations/reports. Req BA/BS in finance, economics, statistics, mathematics, HR or accounting; min 3.0 GPA; exp in data analysis/modeling and presentation design; strong analytical/org/comm./skills. Job no DET0007G. <https://mmc.taleo.net/careersection/2/jobsearch.ftl>

BANK OPERATIONS COORDINATOR. M&I, Milwaukee, WI. Provide leadership, direction and guidance to all personnel in achieving bank security and compliance objectives; oversee all system user access administration. Req 2 yrs college; 1-3 yrs financial industry exp. Job ID 929223. <http://www.mibankcareers.com/Careers/SearchJobs.aspx>

ASSISTANT TRUST ADMINISTRATOR. M&I, Brookfield, WI. Provide administrative, operational and customer service support for assigned trust group; prepare correspondence to clients and their attorneys, accountants and beneficiaries. Req 2 yrs college; 6 months accounting/bookkeeping exp. Job ID 929248. <http://www.mibankcareers.com/Careers/SearchJobs.aspx>

ACCOUNTING CLERK. Wyndham, Cleveland, OH. Daily completion of cash and credit card deposits; maintain house safe; review incoming accounts payable invoices; enter approved invoices into accounting software; maintain payables files and reconcile vendor statements; monitor payroll punches and prepare labor reports. Req BA/BS in accounting or 1 yr hotel accounting exp pref; payables and/or payroll exp pref; proficient in Excel; exp w Oracle pref; attn to detail. Job no 1001733. http://www.wyndhamworldwide.com/careers_at_wyndham/

CREDIT ASSISTANT. Eaton, Grand Rapids, MI. Manage receivables to minimize financial risk and maximize accounts receivables collections; coordinate w customer to facilitate payment within agreed terms; develop collection strategy to target collection opportunities; investigate and facilitate resolution of disputed invoices; suggest possible improvements; analyze recurring issues and take preventive action when appropriate. Req BA/BS in accounting/finance; excel comm./problem solving/interpersonal/analytical skills; know MS Office. Req ID 32647BR. <http://www.eaton.com/EatonCom/OurCompany/Careers/index.htm>

RECRUITER. Rosetta, Beachwood, OH. Responsible for candidate sourcing, screening, presentation and recommendation. Req BA/BS; 1-3 yrs exp incl internships; excel interpersonal/comm./org/analytical skills; exp using Internet-based sourcing techniques and applicant tracking systems; understand core recruitment processes. Req no 891. https://rosetta.hua.hrsmart.com/ats/job_search.php?clear=1

CONSUMER RELATIONS MANAGER. Morton Salt, Chicago, IL. Receive and resolve all incoming customer inquiries; design and implement systematic approach to documenting and cataloging all consumer inquiries; develop consumer database; publish monthly summary of consumer affairs activities. Req BA/BS in marketing or communications; excel comm./presentation/problem solving/analytical skills; know MS Office and web applications; 1-3 yrs customer service/marketing exp. Req no 5582. http://www.mortonsalt.com/company/career_search.html

PRODUCTION COORDINATOR. Duluth Trading Company, Madison, WI. Oversee flow of entire creative process; facilitate and track projects from inception to completion incl schedule, routing and budgeting; improve efficiency by introducing new technology and process improvements. Req BA/BS; proficient in MS Office; excel comm. skills; 2 yrs exp in project management, coordinating workflow or print production; some travel. http://bigshoesnetwork.com/find_job_details.aspx?id=2780

HEALTH BENEFITS FINANCIAL ANALYST. Mercer, Cincinnati, OH. Assist consulting team in gathering, organizing, entering and analyzing data; gather benchmarking, utilization or rate data from vendors via a Request for Proposal; analyze and interpret data; manage portions of projects incl reviewing work of lower level analysts; check data for reasonableness; manage quality and timeliness of client deliverables; develop and present benchmarking reports. Req BA/BS; 1-3 yrs industry exp; know MS Office; strong interpersonal/comm./multi-tasking skills. Job no CIN0001J. <http://www.mercer.com/applynow.htm>

RECRUITING ASSISTANT. General Mills, Minneapolis, MN. Administer campus recruiting functions; manage communications w candidates; coordinate interview schedules; manage pre-employment process; track and report candidate information using Brass Ring; facilitate new hire orientations. Req ID 4726BR. <http://www.generalmills.com/corporate/careers/index.aspx>

MARKETING ANALYST. Nielsen, Chicago, IL. Contribute insights and analyses to client deliverables; conduct research and contribute to presentations; attend client meetings; participate in knowledge sharing across the organization; mine and organize data based on client business issues; identify trends and patterns. Req BA/BS; 0-2 yrs work exp; strong academic record; excel analytical/multi-tasking/comm./org/MS Office skills; client service mentality. Job no 0903253. <https://nielsen.taleo.net/careersection/3/jobsearch.ftl?lang=en>

COMMUNITY MANAGER Critical Mass, Chicago, IL. Manage a communication strategy around anticipated, planned and integrated messaging; assist customers and prospects; identify and analyze issues and trends in customer requests; aggregate community buzz ideas for product development; analyze messaging effectiveness for marketing creative team; analyze social channels, platforms and sites; monitor and participate in online conversations; support content creation for blog posts and influencer outreach; proactively escalate issues; participate in professional networking. Req 1-2 yrs working w social media; interactive marketing/digital PR exp a plus; excel comm./creative/problem solving skills; knowledgeable about alternative energy/automotive industry/green movement; proven influence in online communities. <http://www.cytiva.ca/cmss/ext/detail.asp?cmss452>

FINANCIAL ANALYST FedEx, New Berlin, WI. Assist in production and distribution of weekly and monthly financial reports; perform capital expenditure request analysis; maintain capital projects database; support project managers and engineers with facility financial analysis. Req BA/BS in finance, accounting or business. Job ID 11142. http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=1111142&Locale=en

STAFF ACCOUNTANT, PROPERTY. Macy's, Cincinnati, OH. Prepare and review monthly account reconciliations; prepare accurate expense plans and ROFs for property taxes, landlord receivables and depreciation; administer all facets of month end closing process; process commercial rent tax payments; coordinate year-end review and completion of audit schedules. Req BA/BS in accounting; 1 yr exp; proficient in Excel and using a mainframe G/L; exp in fixed asset accounting and expense analysis/planning; proficiency in utilizing macros a plus. Job no ACC00133. <http://www.macysjobs.com/apply/>

West/Southwest

ACCOUNTS PAYABLE ANALYST. Samsung, Dallas, TX. Responsible for portfolio of vendor accounts; match and process invoices for payments; follow up on past due invoices; match invoices to goods received; perform weekly and monthly duties as assigned. Req BA/BS in accounting, business administration or related field pref; 0-3 yrs exp; background using SAP R/3 or similar ERP pref; know MS Office; excel org/planning/interpersonal/comm. skills. <http://www.jobs.samsungusa.com/RCPostInit.do>

EMPLOYEE RELATIONS SPECIALIST. Samsung, Austin, TX. Assist w annual performance reviews; update policies and procedures when necessary; perform investigations as needed; provide training for employees and managers on HR topics; provide and counsel employee disciplinary actions. Req BA/BS in human resources or related field; PHR cert a plus; employee relations/HR exp; excel comm./problem solving/interpersonal/MS Office skills. <http://www.jobs.samsungusa.com/RCPostInit.do>

INSIDE SALES REPRESENTATIVE. Constant Contact, Loveland, CO. Convert high-volume leads originating from website, business partners, marketing campaigns and email requests; qualify leads and conduct needs analysis; coach and advise small businesses and organizations on email marketing and communications strategies; attain and exceed direct and cross-sale goals. Req AA/AS or BA/BS desired; 1 yr exp in sales or marketing; able to work well in fast paced environment; detail oriented; know MS Office; excel org/problem solving skills. <http://search.constantcontact.com/about-constant-contact/careers/inside-sales-representative-loveland-co.jsp>

COORDINATOR DIGITAL BUSINESS ADMINISTRATION. Paramount, Hollywood, CA. Coordinate w home video and TV to track all metadata changes; create solicitations and work w account management teams; create all metadata change notices, re-price notices, account specific setup sheets; participate in data entry and testing for all systems projects; support regional sales and marketing teams. Req BA/BS; proficient w MS Office; excel comm./interpersonal/multi-tasking skills; strong interest in digital world; attn to detail. Job ID 2317. <http://www.paramount.com/studio/jobs>

ASSISTANT, COMMUNICATIONS. Arizona Diamondbacks, Phoenix, AZ. Serve as Assistant to Vice President, Communications; organize daily calendar and contacts; complete daily tasks assigned; manage work schedule for interns; keep updated media contact list; organize ticket and autograph requests; assist w logistics for special events; assist in submitting invoices to accounting. Req BA/BS in communications or journalism; 2 yrs exp w sports organization or communications department; excel interpersonal/MS Office/customer service skills. <http://baseballjobs.teamworkonline.com/teamwork/r.cfm?i=28999>

CONTRACTS NEGOTIATOR ASSOCIATE. Lockheed Martin, Fort Worth, TX. Negotiate, administer, extend, terminate and renegotiate standard and non-standard contracts; evaluate contract performance to determine necessity for amendments; maintain communications to ensure timely contract execution; ensure final documents are consistent w negotiations; plan and participate in training on contract practices. Req BA/BS in business related discipline; excel interpersonal/comm./presentation skills. Req ID 156302BR. http://www.lockheedmartinjobs.com/jobsearch_college.asp

CONVERSIONS SPECIALIST. Concur, Redmond, WA. Prioritize and manage client activities to layout a plan for upgrading to Concur Travel and Expense from existing service; communicate value propositions of upgrading; address client process and product questions; walk client through terms and conditions; provide feedback to internal teams. Req BA/BS pref; excel comm./writing/problem solving skills; business acumen; understand sales cycle; client facing exp. Job ID 461. <http://concur.com/about/careers/openings.html>

GRASSROOTS MEDIA COORDINATOR. Sierra Club, San Francisco, CA. Train, motivate and advise local volunteers, field and chapter staff on messaging and media outreach; provide best practices support and training for local campaigns; write and edit press materials; localize national messages; research, maintain and distribute a file of national and local stories. Req BA/BS in journalism, communications, English or environmental issues; 1-2 yrs exp in grassroots organizing or communications work; excel writing/public speaking/computer skills; familiar w conservation topics; able to train and motivate staff and volunteers. <http://www.sierraclub.org/careers/communications/grassroots-media-coordinator.aspx>

BUSINESS INTELLIGENCE ANALYST. TriNet, San Leandro, CA. Automate current spreadsheet reports; design customer facing dashboards; optimize existing reporting processes; present clean data and analysis to finance, operations and executives. Req solid technical skills in data modeling and data management; exp w IBM Data Stage, Framework Manager, Cognos 8 and Cognos Reportnet. <http://tbe.taleo.net/NA9/ats/careers/requisition.jsp?org=TRINET&cws=1&rid=273>

UNDERGRADUATE ASSOCIATE. Disney, Glendale, CA. 6-month, full time, paid opportunity; assist with special projects in accounting, finance, HR, publicity, creative, marketing or information technology for Disney Consumer Products. Req senior student or recent graduate; general knowledge in the department for which you apply; strong PC skills; excel org/analytical/comm./interpersonal skills. Req ID 15509. <https://disney.recruitmax.com/main/careerportal/default.cfm>

LICENSING COORDINATOR. Marsh, Austin, TX. Provide insurance producer licensing services to authorized colleagues; obtain, maintain and renew all necessary licenses and insurance carrier appointments; perform due diligence to verify actual license status for each new producer profile; maintain hard copies of current producer licenses; run license reports as needed. Req BA/BS; exp desired; excel analytical/org/comm. skills; know MS Office; attn to detail. Job no AUS000J4. <https://mmc.taleo.net/careersection/2/jobsearch.ftl>

OUTREACH MANAGER. Tree Musketeers, El Segundo, CA. Administer outreach and media relations; manage international youth tree planting campaign; assist in identifying sources of funding for outreach programs; maintain campaign infrastructure; write newsletters; manage website development and updates; manage integration of local and national campaign activities. Req exp in communications, public relations or marketing; excel org/leadership/comm./interpersonal skills; technologically literate. <http://www.treemusketeers.org/news/news.asp?ID=192>

ASSISTANT DIRECTOR OF DEVELOPMENT. Union Station Homeless Services, Pasadena, CA. Produce and distribute newsletter, annual report and other materials; oversee event planning; manage direct mail program; supervise assigned staff; produce accurate gift and expense reports; assist w formulating annual fundraising plan. Req BA/BS; exp in development, public relations or non-profit; excel comm./MS Office skills; able to coordinate multiple projects. http://www.unionstationhs.org/employment_opps.html

HUMAN RESOURCES COORDINATOR. First Congregational Church of Los Angeles, Los Angeles, CA. Process payroll; maintain employee records; coordinate recruiting procedures; coordinate interview schedules; process resumes and offer letters; conduct reference and background checks; assist w various admin duties. Req BA/BS in human resources; 1 yr HR exp; PHR cert pref. <http://www.nonprofitjobscoop.org/16454>

COMMUNITY MANAGER. Demand Studios, Santa Monica, CA. Manage website community through forums, blogs and messaging; reach out to heavy users and engaged community members; liaise w other online communities; build community support structure for titling and filmmaking communities; ensure customer support; support freelancer acquisition activities. Req BA/BS; expert w email and social/online media; exp w online, grassroots and viral marketing; exposure to product development process; excel comm./presentation skills; exp launching/moderating online forums a plus. <http://www.demandmedia.com/jobs/>

PLANNER, RETAIL BUSINESS. Levi Strauss & Co, San Francisco, CA. Create well-informed distribution plans which result in sales growth by store, category and style; partner w planning and merchandising to develop financial plans based on distribution strategy; respond to SKU demand insights; fulfill demand through stock-to-sales analysis; make recommendations on product placement, product consolidation and sell-through opportunities. Req BA/BS; 2 yrs wholesale or retail exp; strong Excel skills; know Business Objects; excel org/comm. skills; attn to detail. Job no 1000194. <http://www.levistrauss.com/Careers/NorthAmerica.aspx>

INSIDE SALES EXECUTIVE. Yardi, Santa Barbara, CA. Responsible for multi-state territory; sell to base and generate new opportunities; generate and qualify leads; assist in successful marketing of sales events; use online presentations, webinars and participate in conferences. Req BA/BS; basic sales knowledge; strong presentation skills; able to understand and demonstrate technical products. <http://www.yardi.com/US/CareerOpportunities.asp>

ACCOUNT SUPPORT SPECIALIST. NexTag, San Mateo, CA. Provide support for major customers/merchants; resolve customer concerns and support issues; activate new merchants; communicate w technical support staff about relevant customer inquiries; resolve product or service problems. Req BA/BS pref; excel comm./org/MS Office skills; know HTML; graphic/web design skills a plus; strong customer service ethic. <http://www.nextag.com/serv/main/buyer/Content.jsp?id=nextag-jobs-account-support-specialist>

FIELD DIGITAL CONNECTION SPECIALIST. Nike, Los Angeles, CA. Produce site elements that meet business objectives and represent product and marketing initiatives; manage creative process for digital communications projects; drive creation of content and marketing plans from strategy to execution; establish timelines and budgets; work w external agencies. Req BA/BS in communication, design or related field; 2 yrs exp as a web designer/sports marketer/project manager; consumer event and web content production exp; social networking/blog exp; strong technical and production knowledge; strong understanding of emerging digital media. Job no 045610. <http://www.nikebiz.com/careers/>

SOURCING ACCOUNT SERVICE REPRESENTATIVE Nike, Portland, OR. Provide service and support for specialty or strategic retailers; place orders via SAP order management system; build relationships w retail partners; track product delivery; provide replacement options on canceled orders; work w internal partners to resolve customer issues. Req BA/BS; 1 yr exp in order mgt, account mgt or related customer service role; excel org/problem solving/customer service/MS Office skills. Job no 045554. <http://www.nikebiz.com/careers/>

CAMPAIGN MARKETING ANALYST. WebVisible, Irvine, CA. Create search and banner campaign performance reports; track down and resolve issues; perform hands-on data analysis, mining and database configuration; provide summary reporting and updates to managers and internal and external teams; use proprietary platform and paid search marketing platforms/tools. Req BA/BS in business or marketing; 1 yr exp managing website or media analytics; phone support exp; strong knowledge of search engine marketing industry; exp w search engine platforms pref; strong analytical/comm./interpersonal/Excel skills. <http://webvisible.com/about-us/career/details.php?jID=98>

ACCOUNT MANAGER, CUSTOMER SERVICE. E&J Gallo Winery, CA. Coordinate product movement, invoicing and other functions for customers; manage all aspects of incoming customer orders and inquiries; research and resolve customer issues; train new customers to use ordering system; maintain open communications w distributors and winery management; lead projects to continually improve systems/procedures. Req BA/BS; 2 yrs account management, logistics, sales or marketing exp; exp writing reports/correspondence pref; knowledge of trade practices pref; excel math/analytical/problem solving skills pref. Job ID 2377. http://www.gallo.com/jobs/Search_All_Jobs/SearchAllJobs.html

FINANCIAL ANALYST-FINANCIAL REPORTING. Mattel, El Segundo, CA. Perform general ledger close procedures; perform company-wide consolidation procedures; prepare topside consolidation entries; ensure that all inter-company account differences are identified and eliminated; prepare detailed account analysis and reconciliations; assist w preparation of monthly financial statements. Req BA/BS in accounting, finance or business administration; 1-2 yrs exp; know Hyperion Enterprise and Oracle a plus; adv MS Excel skills; solid understanding of financial accounting; excel comm./problem solving/relationship building skills. Req no 102471. <http://corporate.mattel.com/careers/default.aspx>

ASSOCIATE BUYER. Mattel, El Segundo, CA. Purchase materials, parts, equipment or services from approved requisitions; act as liaison between US suppliers and Asia Plant Buyers; interview potential suppliers and secure, analyze and negotiate pricing; crate purchase requisitions and purchase orders; enter contracts into database. Req BA/BS pref; 1-2 yrs procurement or customer service related exp; excel comm./data entry/relationship building skills; know MS Office; exp w Oracle purchasing system pref. Req no 102420. <http://corporate.mattel.com/careers/default.aspx>

Multi-Regional/International/Freelance

MERCHANDISING LEADERSHIP ROTATIONAL PROGRAM Walgreen's, US. Rotate through purchasing, merchandise planning, visual merchandising and pricing & promotions areas for six months at a time; broad exposure and experience in merchandising division. Req BA/BS by August 2010; GPA of 3.0 or above; 3-6 months internship exp in merchandising, marketing or financial analysis; excel comm./teamwork/analytical skills; intermediate Excel/Access abilities; financial modeling skills. Job no 001370. <http://careers.walgreens.com/job-search/>

ANALYST. Visa, Toronto, Ontario, Canada. Provide direct business support for modeling and decision making; provide specialized analytics in support of consulting projects; support projects related to corporate strategy and business development; communicate and generate support for recommendations among business leaders across the organization. Req BA/BS; ability to develop and run queries for data extraction; excel comm./leadership/interpersonal/analytical skills; know MS Office; payments industry exp a plus. Job no 10356. <https://corporate.visa.com/ca/job-search/main.jsp>

SALES SUPPORT SPECIALIST. SMART Technologies, Calgary, Alberta, Canada. Respond to inquiries and provide information to customers; enter call data and update CRM database; provide support to field sales staff; manage relationships w resellers; provide support for large projects managed by the sales team; conduct orientation and training for new resellers and field sales staff. Req BA/BS in business; exp w CRM databases; exp in a team environment; excel interpersonal/comm./org/time mgt skills; proficient w MS Office and Internet; issue management exp. Job ID SV-268-HQ. <http://www.jobpath.com/Jobs/Smart-Technologies/Sales-Support-Specialist-Ii/J8G0RL6S7ZG6ND4H4B4>

SUPPLY CHAIN ANALYST. Mattel, Amstelveen, Netherlands. Develop and maintain database/scorecards on all service providers; maintain database of logistics/shipping details and costs; make recommendations for improving supply chain and services; centralize customer demands; identify lean operating processes; support interdepartmental projects. Req BA/BS; 0-3 yrs exp in supply chain; fluent in English and another European language a plus; adv MS Excel/Access skills; excel analytical/comm./org skills. Req no matt-00001380. <http://corporate.mattel.com/careers/work/elsegundo.aspx>

Good luck!

Next email issue: May 21, 2010

