



CURRENT JOBS INTERNATIONAL

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

Africa/Pan-Africa

MEDIA RELATIONS OFFICER. Georgetown University, Doha, Qatar. Serve as primary liaison between Office of Public Affairs and local, regional and international English and Arabic-speaking press; write and edit materials in English and Arabic; develop content for website and internal publications; write and translate English press releases; work w local media to respond to queries; maintain relationships w media in Doha and the region. Req BA/BS in communications or journalism; strong command of English and Arabic languages; 1-3 yrs exp in media relations, advertising or journalism. Job no 20100205-C. http://www12.georgetown.edu/hr/employment_services/joblist/job_search.cfm

ASSOCIATE ACCOUNTANT. EMC, Cairo, Egypt. Perform accounting functions incl daily processing of transactions, reconciliation and general ledger; adhere to policies and procedures. Req know accounting principles; know MS Office; excel analytical/cross-functional skills; detail oriented. Req ID 51469BR. https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=20085&siteid=5109

ENGLISH SPEAKING ARABIC, QURAN, ISLAMIC TEACHERS. IQRA Bilingual Academy, Dakar, Senegal. Req BA/BS in Arabic language or Islamic studies. <http://www.idealists.org/ifi/en/av/Job/374917-199/c> App ddl: 6/7/10.

ADVOCACY & CAMPAIGNS TECHNICAL ASSISTANT. Students Partnership Worldwide, Tanzania. Work w management committee; develop advocacy and campaigns strategy; develop and run staff capacity building workshops; lead implementation of advocacy and campaigns strategy; work w monitoring and evaluation unit; develop operational plan for advocacy and campaigns. Req strong understanding/experience of advocacy and campaigns work; exp in development/implementation of advocacy or campaign strategy; interest in international development and the role of young people; motivated and independent. ref code RW_849KH4-14. <http://www.reliefweb.int/rw/res.nsf/doc212?OpenForm> App ddl: 4/18/10.

ASSISTANT BRAND MANAGER, EAST AFRICA. Procter & Gamble, Nairobi, Kenya. Implement brand re-launches; develop and action consumer promotions and sampling activities; conduct business analyses; budget administration. Req BA/BS; excel leadership/analytical/comm. skills. Job no MKT00002189. http://www.pg.com/en_US/careers/index.shtml

PAYROLL ANALYST. Georgetown University, Doha, Qatar. Process monthly and biweekly payroll transactions; ensure that back-up documentation is in accordance w policies and procedures; maintain employee payroll records; prepare balancing reports; review monthly reports; research and resolve issues/errors. Req BA/BS in business, accounting, finance or related field; 1-3 yrs exp payroll administration and processing; know MS Office; know Genesys HRIS/Payroll system a plus; excel comm. skills; attn to detail. Job no 2010-0054Q. http://www12.georgetown.edu/hr/employment_services/joblist/job_search.cfm

BILINGUAL RECEPTIONIST. AECOM, Doha, Qatar. Answer and direct incoming telephone queries; meet and greet clients and staff; sort incoming correspondence; understand central filing system; assist w travel arrangements; coordinate meeting rooms and other facilities; provide admin support as needed. Req BA/BS; 2 yrs exp; know MS Office; excel people skills. Req no 38400BR. <http://www.aecom.com/Careers>

FOOD & BEVERAGE MANAGER. Hilton, Hurghada, Egypt. Ensure consistent brand service standards are delivered in every area; evaluate guest satisfaction with focus on continuous improvement; be aware of trends and propose new ideas; optimize sales and contain costs; set achievable budgets and other functional goals; provide effective leadership to food & beverage teams. Req BA/BS in hotel management or similar; knowledge of hotel/leisure/service sector; record of success in food & beverage; excel comm./leadership skills. <http://www.candidatemanager.net/cml/Microsite/JobDetail.aspx?CID=2758&SID=1219&jobGuid=2c242fec-6944-4e41-a57d-9c8001118137&clientguid=b1b27d71-865e-4fc9-af28-9aa6007ba8ae&mid=1&cc=en-IE>

CUSTOMER SUPPORT PROFESSIONAL, FRENCH. Stream Global Services, Cairo, Egypt. Apply basic working knowledge of systems, procedures, customers, products and processes to perform assigned functions; provide responsive and competent customer support within a call center environment; may refer customers to published materials, secondary sources or senior staff; learn, understand and demonstrate product/process knowledge; track and document information in database. Req excel comm./customer service/time mgt skills; basic PC knowledge incl Windows and Internet; able to promote/sell products and services. Job no 10189. <https://stream.taleo.net/careersection/careersection/extspegy/joblist.ftl>

Asia/Middle East

ASSOCIATE COORDINATOR, TEACHER TRAINING. Pravah, New Delhi, India. Develop and effectively implement active citizenship program w adolescents and teachers; develop curriculum and conduct workshops on life skill and active citizenship programs; network w schools to advocate concept of active citizenship and encourage its integration into curriculum; help in maintaining documentation and prepare reports; develop and support a citizenship education educators' collective. Req post-graduate degree in any discipline; 1-2 yrs exp in education; background in education/psychology pref; know instructional design and training; excel interpersonal/comm./teamwork skills; fluent in Hindi. <http://www.idealists.org/if/i/en/av/Job/375657-211/c> App ddl: 6/14/10.

ASSOCIATE COORDINATOR, VARIOUS PROGRAMS. Pravah, New Delhi, India. Mobilize youth participation; execute efficient systems for smooth running of the program; lend support in designing, organizing and executing the program; create and maintain databases; ensure review, documentation and circulation of information; manage budgets as needed; participate in organizational trainings. Req post-graduate degree in any discipline; work experiences appropriate to working with youth (volunteering, music, theater, puppetry, etc) also welcome; excel interpersonal/multi-tasking skills; exp managing logistics/databases; fluent in Hindi. <http://www.idealists.org/if/i/en/av/Job/375658-244/c> App ddl: 6/14/10.

FILM PRODUCER. Saudi Aramco, Ithra, Saudi Arabia. Develop, direct, present and produce feature films and live music; manage film program selection, concept development, artist contracting and casting; oversee education program development; liaise w schools and other target audiences. Req BA/BS in film; exp/education in film history and theory as well as technical education; familiar w cameras and lenses, software editing, single and multi-camera operation; able to develop audiences and meet revenue goals; Arabic language skills pref. <http://www.jobsataramco.com/ithra/pos2.htm>

E-LEARNING CONTENT DEVELOPER. Saudi Aramco, Ithra, Saudi Arabia. Create web-based courses and training aids; participate in development of instructor-led courses; translate specific needs analysis into detailed course designs. Req BA/BS in multimedia, interactive media or e-learning; exp creating e-learning modules on a variety of subjects; know Flash, Dreamweaver, Captivate, Photoshop, Illustrator; some exp w social learning networks an adv; enthusiastic and flexible; strong analytical skills. <http://www.jobsataramco.com/ithra/pos7.htm>

FINANCIAL ANALYST, RETAIL. Apple, Beijing, China. Work w global retail finance team and local shared service team; review project estimates; responsible for purchase order setup and reviews; interact w freight clearing company to resolve daily import issues; provide support to resolve finance issues; manage invoice processing; month end close and financial reporting; prepare monthly and quarterly journal entries. Req 2-4 yrs exp in finance, accounting or related field; exp w multinational companies; know Excel and Word; SAP exp a plus; fluent in English and Mandarin; strong comm./org skills; detail oriented. Req no 5081023. <http://jobs.apple.com/index.ajs?BID=1&method=mExternal.showSearchInterface>

CENTER OPERATIONS MANAGER. USO, Yokosuka, Japan. Maintain and ensure that all activity areas of the center are operational; act as primary point of contact for base command, MWR and community; ensure center is clean and presentable at all times; coordinate all center activities and events; supervise volunteers; track inventory and perform administrative duties. Req BA/BS pref; 1 yr customer service or business exp; excel comm./computer skills; knowledge of military community and military protocol; volunteering exp a plus. Req no PAC135-1. <http://uso.balancetrak.com/JobListing/63/joblisting.aspx>

CENTER MANAGER. USO, Camp Walker (Daegu), Korea. Operate as a hands-on manager for all daily activities; coordinate events and programs for soldiers; represent USO Korea through relationships with installation leaders and base services; recruit and manage volunteers; provide orientation and supervision for all employees; maintain inventory; account for and deposit cash daily; complete payroll requirements. Req BA/BS in business management or related field pref; know MS Office; mgt exp in retail, customer service or food service highly pref; excel comm. skills; knowledge of military community an adv. Req no GPAC260. <http://uso.balancetrak.com/JobListing/63/joblisting.aspx>

EDITOR. Asian Muslim Action Network, Bangkok, Thailand. Gather news content and provide news services; produce biweekly News Online mailing, quarterly Amana magazine and manage website; prepare and submit funding proposals; organize, develop and deliver media skills training; continue development of information resources; coordinate translation and distribution of news content. Req BA/BS in journalism, international relations, political science, history, Islamic studies, communications or relevant field; exp in media, journalism or peace organization; excel comm./interpersonal skills; exp organizing/delivering training pref; knowledge of website management and publication layout/design desired; Thai language proficiency desired. <http://www.idealists.org/if/i/en/av/Job/374740-314/c> App ddl: 4/30/10.

TRAINING MANAGER. Starwood Hotels & Resorts, Male, Maldives. Identify training needs; develop cost effective training initiatives; ensure standards and procedures are constantly applied. Req excel comm. skills; enjoy leading and developing associates; efficient; positive demeanor. Job no 60098987. <http://www.starwoodhotels.com/corporate/careers/search/all.html>

PROGRAM ASSOCIATE. Internews, Kabul, Afghanistan. Provide administrative and technical support for programs; assist in preparation of proposals/budgets; maintain project activity tracking schedules; assist w set-up and PR for new projects; provide direct oversight for short-term projects; coordinate interns; provide field staff w research and procurement support; communicate w other NGOs; maintain up to date briefing materials. Req BA/BS; 1-3 yrs development exp or relevant adv degree; excel comm./presentation/analytical/writing skills; know MS Office; exp making complex travel arrangements; able to multi-task and work in a multicultural environment; exp w financial management and event planning pref. http://www.internews.org/about/employment/overseas/job_0255o.shtm

COMMUNITY DEVELOPMENT PROJECT ASSISTANT. Oxfam Great Britain, Israel and Occupied Palestinian Territories. Provide support and assistance in program management, planning and implementation; provide technical support and capacity building to partner organizations; prepare donor reports; support partner coordination, proposal development; work closely w finance officer; carry out translation work as required; participate in strategic planning. Ref code RW_849EH7-5. <http://www.reliefweb.int/rw/res.nsf/doc212?OpenForm> App ddl: 4/20/10.

EFL/ESP CURRICULUM SPECIALIST & PROGRAM COORDINATOR. Yemen College of Middle Eastern Studies, Sana'a, Yemen. Review, develop and implement curricula for EFL and English for Specific Purposes courses; monitor and assess curriculum needs and results; supervise and monitor textbook and supplementary materials selection; conduct or coordinate training sessions; examine and develop graduation requirements and other standards. Req MA in EFL, education, linguistics or curriculum design; EFL/ESP teaching exp; excel org/MS Office/multi-tasking skills; native English speaker. <http://www.idealists.org/if/i/en/av/Job/374562-317/c> App ddl: 6/5/10.

EFL/ESP TEACHER. Yemen College of Middle Eastern Studies, Sana'a, Yemen. Teach English courses following established guidelines; maintain classroom environment; monitor, assess and evaluate student work; participate in teacher training workshops; prepare reports and lesson plans; contribute to curriculum and test development activities; assist in administrative duties. Req MA in EFL, education, linguistics or English, or BA w EFL cert; excel org/multi-tasking/MS Office skills; native English speaker. <http://www.idealists.org/ifa/en/av/Job/374561-284/c> App ddl: 6/5/10.

DISNEY ENGLISH LANGUAGE TRAINER. Disney, Shanghai or Beijing, China. Use an innovative and immersive Disney program to provide premium learning experience; use scripted printed materials, multimedia and audio-visual aids; work w local assistant trainers to ensure classes are run efficiently; prepare lessons and materials; provide private lessons as required; interact w parents and young learners. Req BA/BS in education; adv degree pref; exp teaching children; ESL exp pref; native English speaker; creativity and talents in music or art desired. Req ID 234220. <https://disney.recruitmax.com/main/careerportal/default.cfm>

FINANCIAL LANGUAGE EDITOR-JAPANESE, KOREAN, CHINESE. Standard & Poor's, Pasig City, Philippines. Translate text into English and distribute to processing centers; work w colleagues in London and India; take on varying projects. Req BA/BS; language translation skills from Mandarin/Chinese, Japanese or Korean to English; internet savvy; excel interpersonal/multi-tasking skills. Job no CIQ004PHIL. http://www.mcgrawhill.com/careers/who_growth_global.shtml

ENGLISH TEACHING FELLOWS. Jiao Fellows Program, Jining, China. Teach conversational English to children ages 3-18; training provided; teach with Chinese co-teacher; travel and Chinese lessons provided. Req BA/BS; native English speaker; TEFL certification encourages; passion for travel and social entrepreneurship. http://www.fpa.org/jobs_contact2423/jobs_contact_show.htm?doc_id=1207190

FULL TIME ENGLISH TEACHER H&S Korea Corp, Seoul, South Korea. 1 yr contract; teach conversational English classes. Req BA/BS; native English speaker. Job ID 21468. <http://www.gaijinpot.com/>

SUBCONTRACTS ADMINISTRATOR. KBR, Iraq. Perform full range of procurement and administration activities associated w subcontracting work; qualify suppliers; issue requests for proposals; evaluate proposals; maintain files in accordance w established procedures. Req BA/BS; 2 yrs exp; excel analytical skills; passport and driver's license. Req ID 37313. <http://www.kbr.com/Careers/LOGCAP/>

ARABIC/KURDISH LINGUIST. Mission Essential Personnel, Iraq. Provide operational linguist support to US Army operations in Iraq; provide general linguistic support for military operations and interpret during interviews, meetings and conferences; transcribe and analyze communications; perform document exploitation; scan, research and analyze foreign language documents for key information; translate foreign language documents. Req proficient in reading, writing, listening and speaking in Arabic, Kurdish and English; US citizen; willing to obtain security clearance; willing to live and work overseas. <https://www.missionep.com/join>

DIGITAL ANALYTIC SPECIALIST. Accenture, Kuala Lumpur, Malaysia. Track web performance using a range of data sources; compile operations reports in accordance w timeline and standards; conduct regular data mining and analytics to determine new trends; maintain central data repository for all archive information. Req BA/BS; 0-3 yrs exp in analytics or web analytics role; know web analytics solutions (Omniure, Google Analytics); know Excel; exp w data mining software an adv; good comm./presentation skills. Job no 00085361. <http://careers3.accenture.com/Careers/ASPX/Search.aspx?co=0&sk=0>

EMPLOYEE SERVICE SPECIALIST Intel, Ho Chi Minh City, Vietnam. Responsible for Integrated Facilities Management supplier to manage mail service, receptionist and training support; manage budget, spending and purchase orders. Req BA/BS in business administration; strong comm. skills. Job no 577015. <http://www.intel.com/jobs/index.htm>

PAYROLL/BENEFITS ANALYST Intel, Penang, Malaysia. Ensure accurate and timely payout to employees; handle ongoing customer service issues; respond to employee inquiries; partner w internal organizations; drive process improvement; serve as content expert for multiple countries. Req BA/BS; Mandarin language capability; prior knowledge in payroll/accounting an adv. Job no 576944. <http://www.intel.com/jobs/index.htm>

LANGUAGE TEACHER. All Language Institute, New Delhi, India. Req degree in Russian language; fluent in English. http://www.fpa.org/jobs_contact2423/jobs_contact_show.htm?doc_id=1198260

ACCOUNTS EXECUTIVE (ACCOUNTS PAYABLE). Goodrich, Singapore. Maintain an organized and efficient accounts payable system; check staff overseas travel claims are proper for disbursement; ensure cash handling and document for non-trade receipts are processed accurately; prepare relevant audit schedules; match invoices to online purchase orders; ensure relevant journal entries are entered into ledger. Req BA/BS in accounting or finance; 1 yr exp; proficient in MS Office; exp in ERP and SAP; excel interpersonal skills. Req no 9236. <http://www.goodrich.com/portal/site/grcom?GUID=63621419933f9110VgnVCM10000068f57eaaRCRD>

ASSISTANT TO THE DEAN. Yemen College of Middle Eastern Studies, Sana'a, Yemen. Responsible for enrollment processes; help Dean to recruit teaching faculty incl American and other foreign nationals; act as teaching assistant; organize cultural events; assist w recruitment of students in North America; help promote YCMES at Western academic institutions, specifically North American universities; assist w creating advertisements; help w creation of BA and MA programs. Req BA or MA in humanities; exp in an academic setting or institution; excel comm./org/multi-tasking skills; attn to detail; previous Middle East exp and Arabic language skills pref; proficient in MS Office. <http://www.idealists.org/ifa/en/av/Job/373095-55/c> App ddl: 5/25/10.

PROGRAM ASSOCIATE. Internews Network, Afghanistan. Provide administrative and technical support; assist in proposal development and preparation of reports; assist w set-up and PR for new projects; assist w project oversight; coordinate interns; research and communicate w other NGOs; maintain up-to-date briefing/PR materials for active programs; track budgets as necessary. Req BA/BS; 1-3 yrs development project exp, incl field exp, or adv degree; excel comm./presentation/analytical skills; exp w financial mgt and USAID rules pref; exp w event planning/logistics pref. Ref code RW_83UPYQ-52. <http://www.reliefweb.int/rw/res.nsf/doc212?OpenForm> App ddl: 4/30/10.

PROGRAM COORDINATOR, BURMA ALUMNI PROGRAM. EarthRights International, Chiang Mai, Thailand. Oversee all school duplication programs; provide support to alumni with proposal writing, report writing and campaign advocacy; search for funding opportunities for alumni; work w other staff to ensure that the alumni program is integrated and effective; provide some trainings to alumni at EarthRights School Burma. Req excel org/comm./MS Office/report writing/research skills; knowledge of political situation in Burma; able to work w grassroots activists; able to travel; able to maintain security precautions; commitment to goals of EarthRights International; exp w NGOs working on issues related to Burma pref; exp delivering training pref; competency in Burmese and Thai pref. Ref code RW_83Y8FQ-83. <http://www.reliefweb.int/rw/res.nsf/doc212?OpenForm> App ddl: 4/30/10.

PROJECT LEADER. Srujanavani, Visakhapatnam, India. Lead project aimed at empowering students residing in social welfare programs; coordinate with various authorities; implement activities for academic and personal development; may supervise part-time employees and volunteers. Req BA/BS; student counseling exp welcome. <http://www.idealists.org/iff/en/av/Job/372757-118/c> App ddl: 5/24/10.

MUSEUM EDUCATOR/PROGRAM COORDINATOR. Saudi Aramco, Ithra, Saudi Arabia. Develop and coordinate educational programs for all galleries of the museum; source qualified and reliable educational material suppliers; develop schedules; coordinate focus group research to ensure that community needs are reflected; coordinate community outreach; develop contacts in schools to initiate working relationships; plan and deliver museum-related curriculum to schools. Req BA/BS in education; background in education relevant to museum subject matter; museum program exp pref; exp planning/delivering educational programs in Saudi Arabia; strong comm./interpersonal/admin skills. <http://www.jobsataramco.com/ithra/pos10.htm>

COLLECTION SPECIALISTS. Saudi Aramco, Ithra, Saudi Arabia. Develop and maintain special collections; acquire, organize, preserve or interpret information resources; provide access to the collections by maintaining cataloguing and organizing bibliographical records; provide reference assistance to patrons. Req BA/BS in library science, English, history or related field; basic library skills and knowledge. <http://www.jobsataramco.com/ithra/pos3.htm>

COMMUNICATIONS PLANNER ASSISTANT. PAE, Balad, Iraq. Assist in managing, supervising and coordinating military communication systems; assist in planning and implementation activities; work w military officers; set up planning meetings and teleconferences as required; consolidate monthly reports of all communication projects; liaise w base level Air Force personnel to support operational requirements; coordinate w customer and vendors to track shipment of supplies and materials; assist w developing project plans. Req US citizen w DoD security clearance; US driver's license; working knowledge of military communications systems; excel interpersonal/org/multi-tasking skills. Job ID 5851. http://www.mindscope.com/paegov03055cw/asp/JobDetails.aspx?Job_ID=5851

BILLING SPECIALIST. PAE, Kabul, Afghanistan. Calculate cost of orders and charge or forward invoices to appropriate accounts; compare suppliers' bills with bids and purchase orders for accuracy; ensure all items invoiced have been received; ensure all appropriate documents are submitted with invoice; maintain purchase payment logs. Req 2 yrs exp; BA/BS pref; good judgment in safeguarding confidential information; excel planning/org/multi-tasking/MS Office skills. Job ID 5562. http://www.mindscope.com/paegov03055cw/asp/JobDetails.aspx?Job_ID=5562

Europe/Eastern Europe

PROGRAM ASSISTANT, SUSTAINABLE AGRICULTURE. Rainforest Alliance, London, UK. Provide administrative support to Sustainable Value Chains and Sustainable Landscapes teams based in London and the Netherlands; schedule meetings, conference calls, speaking engagements; coordinate meeting preparation; arrange travel; generate expense reports; track department spending; assist in development of presentations; prepare monthly reports; ensure contacts and meeting notes are circulated. Req BA/BS in marketing or communications; 1-3 yrs internship or work exp; strong computer/comm./org/time mgt/interpersonal skills; knowledge of French or another European language pref; knowledge of environmental issues pref. http://www.rainforest-alliance.org/about.cfm?id=program_assistant_svc

AFTER SALES CONSUMER SERVICE REPRESENTATIVE. Newell Rubbermaid, Nantes, France. Responsible for repairs and spare parts orders; provide Belgian dealers, consumers and distributors with excellent service level; manage all types of orders from receipt to dispatch; first point of contact for Belgian dealers, consumers and distributors. Req degree in international trade or foreign languages; fluent in Dutch, German and English; know MS Office; excel comm./listening/critical thinking skills; know customs export regulations. Job no 1000160. <http://www.newellrubbermaid.com/public/Careers.aspx>

INTERNSHIP IN INVESTMENT BANKING. Morgan Stanley, London, UK. Valuation and financial analysis; preparation of presentation materials; transaction execution support; client interaction. Req BA/BS in finance related subject; excel comm./analytical/numerical skills; exp in an investment bank desired; adv Excel/PowerPoint skills. Position no 67467. <http://www.morganstanley.com/about/careers/careersearch.html>

ADMINISTRATOR/PROPOSALS WRITER. Christie's, London, UK. Fully support the team that writes, designs and produces persuasive, high -quality proposal documents/presentations in order to win business; carry out administrative tasks; be trained as a junior writer with possible advancement. Req BA/BS; interest in art/art market; exp w visual/creative projects; European language skills desired; excel interpersonal/org/writing/time mgt skills; familiar w Mac pref. <http://www.christies.com/about/careers/uk/> App ddl: 4/23/10.

ASSOCIATE FINANCIAL ANALYST. GE, Sandvika, Norway. Prepare business/financial forecasts, reports and other analysis of assigned organizations; assist assigned area in meeting financial commitments and goals; participate on a process improvement team. Req BA/BS in accounting or finance; financial exp pref; strong comm./interpersonal/leadership skills; PC proficient. Job no 1167661. <http://www.ge.com/careers/>

EDITORIAL ASSISTANT. Wiley, Oxford, UK. Maintain and update databases to monitor submissions; assist reviewers and editors; acknowledge, check and prepare submissions for peer review; ensure adherence to best practices; attend journal meetings; compile and present reports; attend internal and team meetings. Req BA/BS; life science background desired; office/admin exp; know SIM or other electronic editorial office system desired; familiar w journal publishing desired; excel org/comm./time mgt/multi-tasking skills. Job code 1007. <http://www.wiley.com/WileyCDA/Section/id-311100.html>

SUSTAINABILITY ASSOCIATE-FORESTRY AND ECOSYSTEMS. PricewaterhouseCoopers, London, UK. Deliver client project work; contribute to growth of team and business development; deliver cutting-edge thought leadership on market mechanisms for conservation; travel to client sites. Req BA/BS or Master's in environmental science, ecology, forestry or sustainable land use; exp in industry, NGO or public sector related to forestry, ecosystems or biodiversity; proficiency in French or Spanish pref; strong leadership/project mgt skills. <http://stopdodo.com/environment-jobs/sustainability---associate---senior-associate---manager---forestry-and-ecosystems-2211.htm>

GEOGRAPHY FIELD TEACHER (TRAINEE TUTOR). Field Studies Council, Derrygonnelly, Northern Ireland. Develop, plan and teach geography and ecology across a range of ages. Req exp of fieldwork; exp working w children or informal groups; BA/BS in geography or closely related field; knowledge of National Curriculum useful; excel interpersonal/comm. skills. <http://stopdodo.com/environment-jobs/geography-field-teacher-trainee-tutor-13416.htm>

TRAINING OFFICER. International Atomic Energy Agency, Vienna, Austria. Design and implement training courses; collect feedback and evaluative information on courses delivered; work toward implementing approved training plans using available resources. Req BA/BS in social science, management or related field; 2 yrs exp in training organization and delivery; understand training processes; know training approaches and methodologies; able to design need-based training packages; in-depth knowledge of IAEA; excel comm./interpersonal skills. http://recruitment.iaea.org/vacancies/p/2010/2010_021.html App ddl: 4/28/10.

CROSS-CULTURAL INTERNSHIP. Springer, Berlin, Germany. Work in proofreading, copy editing, graphics or marketing departments; support staff in various projects; learn workflows of a production company in the publishing sector; translate from Dutch to English and vice versa; communication and follow up with customers in the Netherlands; check final graphics, layout and style. May lead to entry-level position in India. Req BA/BS in media or print technology, book and digital media studies, publishing, communications, graphic design or Dutch language/culture; native level Dutch, add'l languages a plus; exp in publishing environment; know MS Office, Adobe suite; excel intercultural/interpersonal skills; strong interest in living and working in India. <http://www.springer.com/about+springer/career?SGWID=0-40177-0-0-0>

INTERNATIONAL TRAINEE PROGRAM. Springer, Dordrecht, Germany. 24 month program combines on the job training and project work; train at a home location in Europe or the US. Req BA/BS w excellent academic record; broad interdisciplinary interest and business-oriented background; excel analytical skills; interest in international career; professional experience an adv. <http://www.springer.com/about+springer/career?SGWID=0-40177-0-0-0>

CLIENT SERVICES SUPPORT SPECIALIST. LinkedIn, Dublin, Ireland. Manage implementation of new accounts and existing customer renewals; offer advanced trouble-shooting skills; ensure potential bugs are escalated when necessary; establish effective working relationships with product leads; document all communication with accounts accurately. Req BA/BS; 1-3 yrs exp in account management/client support role; excel interpersonal/comm./time mgt skills; strong proficiency in MS Office and CRM systems; understanding of web 2.0, social/professional networking; European language skills a plus. Job ID 1067. http://www.linkedin.com/static?key=jobs&trk=hb_ft_work

CREATIVE MEDIA PRESENTATIONS DESIGNER. Burberry, London, UK. Handle creation of presentations generated within Creative Media, ranging from internal PowerPoint presentations to keynote presentations for large events; consult with other teams on how best to use templates; update and maintain existing business forms and templates; support Brand Communications Manager. Req know MS Office, InDesign, Photoshop, Illustrator; excel org/comm./teamwork skills; attn to detail. <http://creativepool.co.uk/employee/BUR/EN74977/JN2540/Creative-Media-Presentations-Designer-for-Burberry.php> App ddl: 4/28/10.

JUNIOR CREATIVE DESIGNER. Sandals, London, UK. Cover design projects for all resort brands; respond to design and artwork needs in a variety of media. Req 6-12 months commercial exp; passion for design; creative thinker; interest in travel or marketing ideal. <http://creativepool.co.uk/employee/UNI/EN78089/JN2516/Junior-Creative-Designer-for-Sandals.php> App ddl: 4/27/10.

DIGITAL GRAPHICS DESIGNER. The Global Draw, West Midlands, UK. Produce excellent quality artwork; assist in games development; attend concept and development meetings; contribute to improvement of the design and development process; maintain communication w games development team. Req interest in gaming machines or video animation; illustration, animation and 3D skills an adv; know Adobe Photoshop and Illustrator; creative; able to work under deadline. <http://creativepool.co.uk/employee/EDO/EN77377/JN2590/Digital-Graphics-Designer-for-The-Global-Draw.php>

BRAND ASSISTANT. Procter & Gamble, Bucharest, Romania. Develop marketing plan; identify specific marketing tactics that build on consumer insights; competitive and research analysis; develop and implement brand initiatives. Req BA/BS; excel leadership/analytical skills. Job no MKT00002217. http://www.pg.com/en_US/careers/index.shtml

COMMUNICATIONS AND PARTNERSHIP MANAGER. IBJ, Geneva, Switzerland. Manage and develop websites and Internet platforms; prepare and send newsletters; manage production of video communications and presentations; manage photographs/graphics; network and partnership development; maintain online community; manage JusticeMakers program competitions; contribute to strategic planning process. Req Master's degree; excel writing/editing skills; exp developing websites and using modern communication media; strong visual communication ability; exp leading/motivating teams; strong interpersonal skills. <http://idealists.org/if/i/en/av/Job/372923-301> App ddl: 4/20/10.

COLLECTIONS CARE PROJECT ASSISTANTS. National Museums Scotland, Edinburgh, UK. Support work related to new storage building project; assist w range of collections care processes incl removal, couriering and documentation of objects. Req BA/BS in museum related subject; know best practices in collection care; paid or voluntary exp in a museum environment; know MS Office/data entry; excel comm. skills. <http://www.nationalmuseumjobs.org.uk/job/1458/> App ddl: 4/23/10.

ACADEMIC ADMINISTRATION COORDINATOR. Laureate Education, Amsterdam, Netherlands. Advise and train enrollment department staff on completion of applications; develop processes to deal with growth; maintain direct contact w students and faculty. Req BA/BS; 3-5 yrs exp working in a service environment; excel comm./problem solving/time mgt skills; know MS Office; familiar w online learning and Internet technology a plus. Req no laur-00005212. <http://www.laureate-inc.com/careers/searchCareersFS.html>

FINANCIAL OFFICER. AIDS Foundation East-West, Amsterdam, Netherlands. Process payments; manage petty cash; responsible for monthly and weekly reporting; reconcile all office transactions; maintain donor contact files; monitor and track donor receivables; ensure compliance of reporting; assist in preparation for audits as required by donors; assist in HR related matters; maintain filing system; track audit/reporting deadlines. Req BA/BS in finance, accounting, administration or related field; 2 yrs finance, accounting or administrative assistance exp; excel org/computer/comm. skills; Russian language skills pref. Ref code RW_83ZLFK-57. <http://www.reliefweb.int/rw/res.nsf/doc212?OpenForm>. App ddl: 4/26/10.

ACCOUNT EXECUTIVE. NexTag, Spain. Identify, acquire and develop new accounts; recommend improvements to Spanish business; develop and manage sales pipeline. Req proven sales skills; excel customer interaction skills; fluent in Spanish and English; familiar w Internet; able to learn software systems. <http://www.nextag.com/serv/main/buyer/Content.jsp?id=nextag-jobs-account-executive-spain>

EQUITY RESEARCH ANALYST-ARABIC SPEAKER. Bloomberg, London, UK. Provide real time market data to clients; analyze, maintain and process data for companies within the EMEA and Latin American regions; work through entire life cycle of company data on the Bloomberg terminal. Req BA/BS in accounting/finance pref; CFA desirable; fluent in Arabic; fluent in French desirable; excel research/analysis skills. Req no 25477. <http://careers.bloomberg.com/hire/jobs/job25477.html>

MEDIA INTERN. Nestle, Vevey, Switzerland. Press monitoring; support in organizing press events; project management; admin support. Req university student or graduate w strong interest in media relations; exp in media relations or event mgt; fluent in English, French and German; excel org/teamwork skills. 6 month internship starts Sept 2010. Job no 6412. http://www.careers.nestle.com/join_che/Nestlé+Affiliates/Job+opportunities.htm

PURCHASING TRAINEE. Nestle, Vevey, Switzerland. Transform purchase requests into purchase orders using SAP tool; communicate w suppliers; challenge spenders and propose competitive bidding when necessary; monitor timely delivery of goods; resolve suppliers claims and blocked invoices; work on continuous improvement projects; maintain SAP records and information. 12 month program. Req BA/BS in supply chain, purchasing, food technology or equivalent; strong interest in purchasing activities; some knowledge of finance and supply chain; fluent in German, French and English; excel IT/analytical/interpersonal skills. Job no 6518. http://www.careers.nestle.com/join_che/Nestlé+Affiliates/Job+opportunities.htm

ACCOUNTING CHIEF CLERK. Hilton, Curacao, Netherlands Antilles. Assist finance manager in budgeting and forecasting; analyze reports to chart performance against budget and comment on variances; ensure full reconciliation and end of month closing; ensure all financial regulations are met; manage cash flow; build financial awareness of local management teams. Req BA/BS in accounting or finance; financial management exp; understand financial operating systems and procedures; excel analytical/influencing/relationship building skills; exp within hotel or leisure industry an adv. <http://www.candidatemanager.net/cml/Microsite/JobDetail.aspx?CId=2829&Sid=1446&jobGuid=c8f09df7-f21c-408f-9927-9d3500e7bcad&mid=2829&clientGuid=39cb1a5f-5a7f-496e-84dd-9c2b00a0b516µsiteFlatGuid=182f454d-3e74-46ee-b4e1-9c8c00ed2f2d&cc=en-IE>

COMMERCE ASSOCIATE (FRENCH). Google, Dublin, Ireland. Provide support to strategic merchants w technical challenges and data quality optimization; build and maintain strong relationships w merchants; improve operational workflow by initiating and driving solutions; collaborate w team members on new feature development. Req BA/BS w strong academic record; exp in customer/client service; exp in online shopping industry a plus; excel comm./problem solving/analytical skills; technical skills a plus; know web technologies such as HTML, RSS, JavaScript, HTTP; excel project mgt skills. <http://www.google.ie/intl/en/jobs/dublin/adsales/am/commerce-associate-french-eu-headquarters/index.html>

YOUTH TRANSITIONS WORKER. HCL Social Care International, London, UK. Undertake initial screening and establish client eligibility; undertake completion of Transition Pathway Plan; support database maintenance; carry out assessments to meet identified needs of the young person; produce a care plan; negotiate contracts w specified service providers; monitor care provided to ensure that needs are met; assist in production of standards of practice and training/development activities. Req BA/BS or Master's in social work; 1-2 yrs exp; North American citizen; excel comm. skills; state certification as a social worker. <http://www.ihipo.com/Jobs-and-Internships/Youth+Transitions+Worker+-+England&n=4400>

EXECUTIVE ASSISTANT. Facebook, Paris, France. Screen calls, inquiries and requests; welcome visitors to Paris office; maintain diaries and make appointments; submit expense reports; organize meetings; update calendar of events; organize paperwork and documents; arrange travel; order office supplies; organize team events/parties; produce briefing papers, reports and agenda for weekly sales team meetings. Req French, English and Italian language skills; 2 yrs admin exp; excel comm./computer/admin/org skills; understand confidentiality issues; good sense of humor. <http://www.facebook.com/careers/departement.php?dept=legal>.

AUTHENTICATION SPECIALIST. VeriSign, Fribourg, Switzerland. Determine if customer's company is a legitimate legal business entity; determine legal right to use internet domain name; verify via third party sources that named contacts have legal right to administer the digital certificate; verify that correct payment is received; issue digital certificate; provide customer support; escalate issues as needed. Req fluent in English and German and one or add'l language (Danish, Arabic or Swedish pref); background check required; know Windows/MS Office; excel interpersonal/problem solving/comm./customer service skills; understand VeriSign's product line and authentication process. Job #00000761. <http://www.verisign.com/careers/>

Latin America/Caribbean

BRAND SPECIALIST. E&J Gallo Winery, Monterrey, Mexico. Use personal selling techniques to maximize volume and sales of assigned brand through event marketing and product demonstration; participate in and conduct events; develop new leads and promotions for the brand; travel for events. Req BA/BS; 2 yrs sales exp or 1 yr exp w Gallo; industry exp pref; excel MS Office/public speaking/problem solving/comm. skills pref. Job ID 2274. <http://www.gallo.com/jobs/SearchAllJobs/SearchAllJobs.html>

ANALYST. Macquarie, Mexico City, Mexico. Serve clients in the Mexican market and support activities of the Macquarie Mexican Infrastructure Fund. Req BA/BS in finance, economics, engineering or other quantitative field; 1-2 yrs investment banking exp; fluent in Spanish; excel comm. skills. Job no MacCap-615768. http://www.macquarie.com/com/about_macquarie/careers/index.htm

ADMINISTRATION/LOGISTICS COORDINATOR OIKOS, Jacmel, Haiti. Budget control and planning; supervise accounting/financial work; manage human resources; procurement and supply chain management; financial reports and supporting documents. Req BA/BS in economics or management or 2 yrs exp in similar position; previous exp in the sector in similar functions; management exp of project cycle; team management exp; fluent in French and English. Ref code RW_84FHCL-52. <http://www.reliefweb.int/rw/res.nsf/doc212?OpenForm>

ENGLISH PROGRAM COORDINATOR. Camino Seguro/Safe Passage, Antigua, Guatemala. Hire volunteer English teachers; coordinate transport/materials/special events; coordinate professional development workshops for volunteer English teachers; design and implement school wide language assessments; maintain communication across departments. Req teaching exp; speak intermediate Spanish; excel leadership/org/multi-tasking skills. <http://www.idealists.org/ifi/en/av/Job/375183-92/c> App ddl: 5/1/10.

1ST-6TH GRADE CLASSROOM TEACHERS. Mayatan Bilingual School, Copan Ruinas, Honduras. Core academic subjects taught in English, adhering to US educational standards; volunteer stipend and housing provided. Req exp w children/youth; classroom teaching exp ideal; Spanish language helpful. <http://www.idealists.org/ifi/en/av/Job/374745-148/c> App ddl: 4/30/10.

ACCOUNTS PAYABLE AGENT. Starwood Hotels & Resorts, San Juan, Puerto Rico. Ensure all financial transactions are accurate; process, record and disburse payments. Req BA/BS pref; fluent in English and Spanish; excel comm./computer/analytical skills; know computer accounting programs. Job no 60102224. <http://www.starwoodhotels.com/corporate/careers/search/all.html>

ACCOUNTING ANALYST Citi, San Jose, Costa Rica. Analyze and reconcile accounts from several companies within the corporation; complete tax forms and packages; book monthly income tax accrual and/or provisions; assist in maintenance of accounting/tax records. Req BA/BS; tax exp pref; firm accounting background; know GAAP; strong technical/analytical/comm. skills. Job no 10004823. <http://careers.citigroup.com/careers/homepage/latinamerica/default.aspx>

COMMUNICATIONS DIRECTOR. Transitions Foundation of Guatemala, Antigua, Guatemala. Manage website and online presence; create and send monthly e-newsletter; create and organize media incl photos, videos; create effective strategies for increasing public presence and support. Req strong background in web/graphic design; fluency in HTML, CSS, JavaScript, PHP, Photoshop, Freehand, etc; familiar w Joomla content management system a plus; strong writing skills; fluent in Spanish pref; photography skills a plus. <http://www.idealists.org/ifi/en/av/Job/373455-83/c> App ddl: 4/19/10.

PROGRAM ASSOCIATE. Association for Women's Rights in Development, Mexico City, Mexico. Provide research support to Where is the Money for Women's Rights? initiative; coordinate production and dissemination of WITM materials; update website; provide logistical support for events and meetings. Req BA/BS in social sciences; 2-4 yrs exp w a non-profit providing admin support, editing documents, and coordinating projects; exp in research; exp working in a multicultural team; excel comm. skills; fluent in Spanish and/or French; strong editing/proofreading/computer skills; interest in women's rights and gender equality work; able to travel internationally 2-3 weeks per year. <http://www.idealists.org/ifi/en/av/Job/372971-285/c> App ddl: 4/25/10.

SALES ASSISTANT. Discovery Communications, Sao Paulo, Brazil. Work w corporate sales assistants to maintain high level of accuracy within the traffic system and revenue figures; maintain central filing system for all accounts; assist in preparation of client presentations, sales materials; assist in client management. Req BA/BS pref; 1 yr exp, pref in television environment; strong analytical/org/comm./MS Office skills; proficient in Portuguese and English; know Nesbit and Enterprise a plus. Req no 9075. <http://careers.discovery.com/>

MARKETING ASSISTANT. Agostini's Limited, Trinidad & Tobago. Req BA/BS in marketing or related discipline; 1-2 yrs exp; excel comm./org/interpersonal/MS Office skills. Ref no VAC-2168. <http://www.caribbeanjobsonline.com/candidate/vacDetails2.asp?vacID=2168>

PROGRAM COORDINATOR, COMMUNICATIONS. Samaritan's Purse, Port au Prince, Haiti. Responsible for consolidation of all SP Haiti programs and projects information; relay information to HQ weekly; communicate stories and photos of work being done by SP in Haiti; work w program managers, project coordinators, donors and church contacts; take photos. Req BA/BS; 1-2 yrs exp; strong commitment to Christian faith; journalism/writing and photographic exp; culturally sensitive; exp living/working in developing nation; excel leadership/database skills; French/Creole language skills. Ref no VAC-2171. <http://www.caribbeanjobsonline.com/candidate/vacDetails2.asp?vacID=2171>

PROGRAM AND DEVELOPMENT OFFICER FutaFriends, Futaleufu, Chile. Design and develop grant proposals; support staff in developing project concepts; assist w writing/editing of proposals, donor reports and other documents; assist in maintenance of information management system; provide support, coordination and monitoring of project activities; maintain internal and external relationships; assist in developing and implementing communications strategy. Req BA/BS in biology, environmental sciences, development or communications; strong interest/exp in natural resource mgt, community development, public administration; advanced Spanish language skills; excel comm. skills; fundraising exp; strategic thinker; returned Peace Corps volunteer a plus. <http://www.idealists.org/ifi/en/av/Job/372038-102/c> App ddl: 5/1/10.

United States-based

BILINGUAL PRODUCT SPECIALIST (ENGLISH/JAPANESE). Nintendo, Redmond, WA. Translate in-game text, voice scripts, manuals and supplementary documents to fully localize game software; identify game content that may require revision to better suit the tastes of consumers; interpret meetings, telephone calls and video conferences related to game development; demonstrate game software to other team members and outside partners; maintain awareness of software industry in assigned markets. Req BA/BS in Japanese, East Asian studies or related field; Level I cert on Japanese Proficiency Test; excel Japanese/English translation skills incl 2-4 yrs exp; Japanese and English interpretation skills; familiar w Japanese history, culture and protocol; know MS Office; excel game play abilities. Job no 100000001S. <http://www.nintendo.com/corp/jobs.jsp>

BILINGUAL ASSISTANT TEXT EDITOR (ENGLISH/FRENCH). Nintendo, Redmond, WA. Assist in proofreading and editing French software text files or screen text; work w localization group; assist in proofreading and editing strategy guides, manuals and other publications; interact w team members and vendors; test projects as assigned. Req 1 yr exp; excel proofreading/editing/writing skills; in depth knowledge of French/English; excel org/computer skills. Job no 090000007P. <http://www.nintendo.com/corp/jobs.jsp>

RESEARCH ASSOCIATE, ASIA STUDIES. Council on Foreign Relations, Washington, DC. Research specific areas; track news and data sources; handle writing assignments incl research findings summaries and business writing; provide admin support to Fellow; coordinate events; manage budgets. Req BA/BS in international relations w concentration on Chinese studies; Master's a plus; 1 yr admin or internship exp; excel comm./research/org skills; adv Mandarin Chinese language skills; know MS Office. http://www.cfr.org/about/career_opportunities/openings.html

LOCALIZATION PROJECT SPECIALIST, SPANISH. Garmin, Olathe, KS. Provide native language and cultural expertise to Garmin teams; guide and support localization of products to meet target market requirements; review documentation, packaging and other information for consistency, quality and adherence to localization requirements; assist in coordinating workflow; work w in-country linguists and reviewers; monitor project schedule and deliverables. Req BA/BS in languages or other applicable field; fluent in English and native fluency in target language; excel comm./analytical/problem solving/computer skills. Job no 100006V. <http://www.garmin.com/garmin/cms/cache/offonce/us/careers/jobs>

LOCALIZATION PROJECT SPECIALIST, FRENCH. Garmin, Olathe, KS. Provide native language and cultural expertise to Garmin teams; guide and support localization of products to meet target market requirements; review documentation, packaging and other information for consistency, quality and adherence to localization requirements; assist in coordinating workflow; work w in-country linguists and reviewers; monitor project schedule and deliverables. Req BA/BS in languages or other applicable field; fluent in English and native fluency in target language; excel comm./analytical/problem solving/computer skills. Job no 10006Z. <http://www.garmin.com/garmin/cms/cache/offonce/us/careers/jobs>

RESEARCH ASSOCIATE, MILITARY FELLOWS. Council on Foreign Relations, New York, NY. Provide logistical support to director and fellows; coordinate events; manage budgets; draft, edit and proofread written material; provide research assistance; track news and data sources; Req BA in international relations or related field; familiarity/exp w US military; 1 yr admin exp; strong research/writing/editing skills; strong org/planning/comm./computer skills. http://www.cfr.org/about/career_opportunities/openings.html

PROGRAM ASSISTANT, GLOBAL HEALTH PROGRAM. Bill & Melinda Gates Foundation, Seattle, WA. Provide admin/organizational support to Business Officer and Program Office; maintain organized system of tracking tasks and projects; assist in scheduling and planning for events; create, update and maintain organized files and records; provide communications support and assistance. Req BA/BS; 2 yrs office exp; excel comm./multi-tasking/org/MS Office skills. Req no 1939BR. <http://www.gatesfoundation.org/jobs/Pages/job-search.aspx>

RESEARCH ASSOCIATE, U.S. FOREIGN POLICY. Council on Foreign Relations, New York, NY. Provide feedback including criticism and alternate suggestions on all aspects of written work; provide support for full range of activities involving contacts w other organizations and members of government; research specific areas as requested; track news and data sources; provide admin support to senior fellow; coordinate radio and television interviews. Req BA in international affairs; excel research/writing/editing skills; attn to detail; background in US foreign policy/domestic politics and Middle East or South Asia strongly pref; proficient in MS Office. http://www.cfr.org/about/career_opportunities/openings.html

BILINGUAL JAPANESE TAX PARAPROFESSIONAL. Deloitte, San Diego, CA. Support client service tax professionals; create documents, spreadsheets and presentations; perform office administration tasks. Req AA/AS or BA/BS in accounting, finance or other business related field; office admin exp; excel MS Office/comm./interpersonal/presentation skills. Ref code E10SANTPARLS026. <http://careers.deloitte.com/united-states/experienced-professionals/opportunities.aspx>

CONTRACT LOCALIZATION TRANSLATOR ENGLISH/SPANISH. Nintendo, Redmond, WA. Translate in-game text, voice scripts, manuals and supplementary documents; identify game content that may require revision to better suit the tastes of consumers; review translations for accuracy and consistency. Req BA/BS in Spanish or English; excel org/MS Office skills; able to work w confidential information; excel translation/interpretation skills incl 2-4 yrs translation exp and exp interpreting meetings/conference calls; familiar w Latin American culture and customs. <http://www.nintendo.com/corp/jobs.jsp>

OPERATION ANALYTICS COORDINATOR. Women for Women International, Washington, DC. Update and maintain integrity of donor database; interface w all departments to understand reporting needs; provide end user support; prepare and publish updates and regular reporting; assist in creation of revenue and operation analytics; assist in identifying and effecting operational improvements. Req BA/BS in business management, public administration or related field; 2 yrs exp in data analysis role; strong analytical/comm./org skills; adv MS Excel/Access skills; commitment to Women for Women International's mission. <http://www.womenforwomen.org/jobs-helping-women.php - OAC>

EUROPEAN COMMUNITY MANAGER. Riot Games, Los Angeles, CA. Compile and distribute metric reports; monitor discussion forums and identify common issues and patterns; assist in planning and execution of various community related initiatives; proofread articles and blog posts; participate in long term community planning sessions; assist in research, planning and coordination of community website features; gather and deliver player feedback. Req native speaker of German, French or Spanish; second European language a plus; passion for games and gaming communities; excel comm. skills; familiar w message board software; strong understanding of online communities and social networking. <http://www.riotgames.com/careers/>

CONTENT MODERATOR FOREIGN LANGUAGE. Bazaarvoice, Austin, TX. Moderate content in native tongue; identify improvement opportunities; mentor other team members. Req BA/BS; native proficiency in Danish, Japanese, Chinese, Greek, Korean, UK English, Czech, or Dutch; former native of country of linguistic origin; authorization to work in US; proficient w MS Office, email, Internet; excel comm./analytical skills. Work from home. <http://www.bazaarvoice.com/about/jobs>

LOCALIZATION SPECIALIST-ITALIAN TRANSLATOR. Bloomberg, Skillman, NJ. Provide high quality Italian language products such as analytical tools, marketing materials, company information and online help; work w other translators, sales teams, data analysts, programmers and editors to adapt product for local markets. Req BA/BS in finance/business/economics or linguistics/translation; native level fluency in Italian; familiar w Italian culture and customs; understand Italian business terminology; excel comm./interpersonal/customer service skills; localization or software testing exp a plus. Req no 25630. <http://careers.bloomberg.com/hire/jobs/job25630.html>

LOCALIZATION SPECIALIST-JAPANESE TRANSLATOR. Bloomberg, Skillman, NJ. Provide high quality Japanese language products such as analytical tools, marketing materials, company information and online help; work w other translators, sales teams, data analysts, programmers and editors to adapt product for local markets. Req BA/BS in finance/business/economics or linguistics/translation; native level fluency in Japanese; familiar w Japanese culture and customs; understand Japanese business terminology; excel comm./interpersonal/customer service skills; localization or software testing exp a plus. Req no 25553. <http://careers.bloomberg.com/hire/jobs/job25553.html>

PROGRAM ASSISTANT FOR PROCUREMENT AND LOGISTICS. Partners in Health, Boston, MA. Ensure that logistical and administrative needs of the procurement team are met; manage orders and have primary responsibility for moving materials to PIH project sites; assist w management of in-kind donations; interact w international and domestic staff, vendors and donors. Req BA/BS; 1-3 yrs exp; 2 yr commitment desired; able to work collaboratively; able to implement new processes; competency in French pref; able to work in fast-paced environment; interest in social justice and global health care. Ref code RW_84HMPH-32. <http://www.reliefweb.int/rw/res.nsf/doc212?OpenForm> App ddl: 6/14/10.

EDUCATIONAL VIDEO GAMES CONSULTANT (UK). Gameloft, New York, NY. Assist development teams in completing educational mobile games for children ages 5-10; conduct reviews to ensure that core math and science skills are being taught and that game matches key stages of UK curriculum. Req Master's degree; excel org/interpersonal skills; in-depth knowledge of UK educational system; creative; strong product awareness; junior and senior candidates welcome. Part-time on-site consultant position. http://www2.gameloft.com/corpo_jobs.php?job_country=223

Other

RETAIL SALES REPRESENTATIVE. E&J Gallo Winery, Ontario, Canada. Perform sales and servicing calls on existing and prospective retail accounts; provide consultative business advice to key accounts to increase sales and distribution. Req BA/BS; 1 yr sales exp; excel comm./math skills; intermediate MS Office skills pref. Job ID 2340. [http://www.gallo.com/jobs/Search All Jobs/SearchAllJobs.html](http://www.gallo.com/jobs/Search%20All%20Jobs/SearchAllJobs.html)

ACCOUNTANT. Kroll, Brisbane, Australia. Calculate journal entries; record transactions in business system; reconcile balance sheet accounts; analyze monthly departmental financial performance; file sales tax returns. Req BA/BS in accounting; accounting exp; intermediate MS Office skills; excel comm./multi-tasking/time mgt/org skills. Job no BRI00031. <http://www.krollontrack.com/job-search/>

CLIENT COVERAGE COORDINATOR, INDEX SERVICES. Standard & Poor's, Sydney, Australia. Contract administration; ensure invoicing integrity and subscription fulfillment; draft agreements; generate reports; maintain client records; respond to enquiries. Req BA/BS in economics, finance or computer science; 1-2 yrs exp in investment banking or fund management pref; background in finance/financial analysis; knowledge of markets and financial services industry; excel customer service skills. Job no 10000002E. http://www.mcgrawhill.com/careers/who_growth_global.shtml

ASSOCIATE, HUMAN CAPITAL. Mercer, Melbourne, Australia. Work w project teams to diagnose and assess clients' human capital issues; identify and develop best-fit solutions; manage less complex client projects; convert new business opportunities; support client management activity. Req BA/BS; post graduate qualification or MBA highly regarded; understanding of human capital offerings and solutions; project management/consulting exp; strong collaborative/teamwork capability. Job no MEL000KY. <https://mmc.taleo.net/careersection/2/jobsearch.ftl>

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>

ACCOUNT MANAGER. Sears, Calgary, Alberta, Canada. Generate profitable commercial sales; prospecting/new account acquisition; manage and grow client portfolio; enhance client relationship through various support initiatives and promotions. Req AA/AS in business administration; excel relationship building/presentation/negotiation skills; demonstrated business acumen/sales success. http://jobs.workopolis.com/jobshome/db/sears.job_posting?pi_job_id=9493208&pi_search_id=628208326&pi_sort=POST_DATE&pi_curjob=1&pi_maxjob=252

SALES CONSULTANT. Wiley, Adelaide, Australia. Promote educational print and electronic products to institutions in South Australia; meet w academic and bookshop personnel at selected universities. Req BA/BS; exp in educational sector desired; excel comm./org/time mgt skills; exp w computers/online technology. Job code NW005. <http://tbe.taleo.net/NA4/ats/careers/requisition.jsp?org=WILEY&cws=1&rid=1418>

NEW COUNTRY SCOUT-FRENCH SPEAKER. One Acre Fund, Africa and SE Asia. Do four-week initial visits to countries; fill out desk research by requesting data from government statistics agencies; make contact w targeted NGOs in country; do field visits to interview farmers; launch three-month horticultural trial; hire initial field staff; secure an office and home for permanent manager. Req fluent in English and French; strong undergraduate record; 2 yrs work exp; serious interest in international development; strong self-manager able to work without supervision; able to travel alone for long periods of time; 300 days of international travel per year. <http://www.idealists.org/af/en/av/Job/372575-87/c> App ddl: 5/22/10.

DESIGNER. Critical Mass, Calgary, Alberta, Canada. Design solutions that meet or exceed strategic objectives; create interactive design concepts; design mood boards, storyboards, interactive page layouts, site grids and interface demos; provide quality assurance on creative deliverables; build and maintain rapport with creative team personnel and account managers. Req strong design portfolio w 2 yrs education and 1 yr work exp; excel comm./creative skills; good understanding/knowledge of Mac OS, Photoshop, Illustrator, Flash, After Effects, QuickTime, Director, ImageReady; illustration exp in electronic and traditional media an asset; motion graphics exp an asset; comprehensive understanding of interactivity and the web. <http://www.cytiva.ca/cmss/ext/detail.asp?cmss443>

SALES CONSULTANT, EDUCATION. Wiley, Melbourne, Australia. Secure adoptions of Jacaranda products at school and faculty level throughout assigned territory via appointments, presentations, conferences and cold calling. Req excel comm./time mgt skills; understanding/successful track record in sales; ability to build on existing business. Job code JT012. <http://tbe.taleo.net/NA4/ats/careers/requisition.jsp?org=WILEY&cws=1&rid=1446>

Good luck!

Next email issue: May 21, 2010

