

## Bloomberg: Careers Search Guide

### Introduction

Bloomberg is a specialist financial database which provides access to Equities, Commodities, Foreign Exchange and Price Indices data in addition to extensive Business News Resources. Another key feature of the database is the Bloomberg Careers Centre Facility. This feature enables browsers to:

- Search for Jobs available in your specified location or area
- Keep up to date with local Job Related Events
- Discover which Recruiters are in your area at the moment

Using the Bloomberg Careers Centre features enables you to build a comprehensive Job Search to uncover the ideal position for you in the location of your choice.

### How to access Bloomberg Careers Centre

Bloomberg is available via designated PC's in the Eddie Davies Library Finance Zone and the Precinct Library (from Sep 2011).

**Please note:** Booking is required, contact the MBS Library Enquiry Service:

Eddie Davies Library (Postgraduate)  
Tel: 0161275 6507

Precinct Library (Undergraduate/Postgraduate)  
Tel: 0161 306 3200

Email [libdesk@mbs.ac.uk](mailto:libdesk@mbs.ac.uk).

### Careers Centre – Launch Page

To begin your Careers Search, simply enter:

**“JOBS”** in the online search field and then hit **“GO”**.

The Jobs screen is divided into four sections:

- Jobs Available in Your Area
- Job-Related Events in Your Area
- Recruiters in Your Area
- Financial Hiring News.

The category and geographic area (region) for which the information in these sections appears by default depends on your career centre default preferences. The How to Change Your Career Centre Defaults section displays further information.

### Careers Centre Section Headers

The key search features of the site are listed at the top of the page:

- (90) Job Search
- (91) Recruiters
- (92) Options

The number options next to the headers allow you to jump to the section you require easily by entering the appropriate number in the general search field.

## Using Bloomberg Careers Centre: Search Options

<HELP> for explanation, <MENU> for similar functions Govt. **JOB:**

90) Job Search	91) Recruiters	92) Options	JOB
01) Opportunities at Bloomberg	02) Build your Resume		
10) Jobs Available in Your Area (United Kingdom, Banking /Consulting)			
11) 08-04-2011 Leading global trading house expanding oil trading operatio	LONDON		
12) 08-04-2011 ASIA RESEARCH HEAD MULTI-BILLION HEDGE FUND (US\$480K	HONG KONG		
13) 08-04-2011 JAPAN & ASIA HEDGE FUND SALES LEADER (¥33M BASE + PAC	TOKYO		
14) 08-04-2011 PAN-ASIA HEDGE FUND SALES HEAD (US\$333K + PACKAGE)	HONG KONG		
20) Job-Related Events in Your Area (PARIS)			
21) 08-04-2011 "ATELIER PRATIQUE" Bloomberg *Excel-API*			
22) 08-10-2011 "ATELIER PRATIQUE" - Ameliores l'usage Bloomberg avec Launchpad			
23) 08-17-2011 Special Stagiaires ** Maitriser Bloomberg en 2h			
30) Recruiters in Your Area (LONDON)			
31) • Jingyi Zhang Credit Suisse Securities Front Office Recruiter- Equitie			
32) • Badenoch Clark Jonathan Wren & Co Ltd Recruiter			
33) • Foz Jan Hanover Search & Selection Limited Partner- Trading, Risk, Quant			
40) Bloomberg Assessment Test (BAT) Talent Search			
Find students looking for jobs in Financial Markets with data from the Bloomberg Assessment Test (BAT). Filter the database by Country and Language, rank results by score, and browse your results by University, Area of Study, and Level. Run TSRC <GO> to start your search.			
50) Financial Hiring News (NI FINHIRE)			
51) NS3 9:22 Banking Bus Rvw: RBC Wealth Management names head for Asia			
52) BN 8:47 Deutsche Bank Said to Hire Moharikar as Head of M&A for India			
53) BN 8:45 *DEUTSCHE BANK SAID TO HIRE MOHARIKAR AS HEAD OF M&A FOR INDIA			

Australia 61 2 9777 8600 Brazil 5511 3048 4500 Europe 44 20 7330 7500 Germany 49 69 9204 1210 Hong Kong 852 2977 6000 Japan 81 3 3201 8900 Singapore 65 6212 1000 U.S. 1 212 318 2000 Copyright 2011 Bloomberg Finance L.P. SN 803894 GMT+1:00 H241-1075-1 04-Aug-2011 10:03:56

### (90) Job Search

One of the main features of this search option is the **"Advanced Job Search"** tool. This enables browsers to limit results by:

- Region
- City
- Roles/Category
- Currency

Advanced Search Criteria also allows for an additional search using an assortment of limiters such as markets, industry or experience level.

### (91) Recruiters

This function allows Recruiters to access your Resume.

- **"The Advanced Resume Search"** affords prospective employers the opportunity to refine their employee wish-list to determine whether you are the ideal person for their organisation.
- Enter **"95"** in the top search line to begin creating your own resume.

When you build and save a resume using **"JOBS"**, any Bloomberg Professional service user can view your Resume. and its corresponding attachment.

### (92) Options

This handy feature allows you to expand even further on searches by highlighting individual:

- Job Preferences
- Seminar Preferences
- Recruitment Preferences

### Additional Bloomberg Careers Features

Enter, **"JOBS"** AND **"HELP"**

The FAQ section allows extended access to further Careers Opportunities, Careers Resources and handy tips on Interviews and applying for jobs.

## Further Careers Support and Contact Details

### Further Careers Searching Help

The MBS Library Service provides access to key resources and databases which can assist all Library users with their job search, interview preparation and career development.

#### Careers Guides

Find publications relating to your career development eg. Managing your career, CV/Interview preparation, Postgraduate career strategies and tips on networking techniques, via the **Library Catalogue**.

#### Databases

Harness our extensive range of Databases to Target and Research Potential Employers

See our "How to Research & Target Potential Employers" guide available via the MBS Library Web-page:

<http://www.mbs.ac.uk/library>

### Further Support

A full research and enquiry service is available across the Eddie Davies Library & Precinct Library during core hours. You can contact us in person, or alternatively by telephone or email.

#### Eddie Davies Library

Manchester Business School (West)  
Booth St. West.  
Manchester  
M15 6PB  
Telephone: +44 (0)161 275 6507

Email: [libdesk@mbs.ac.uk](mailto:libdesk@mbs.ac.uk)  
Web: <http://www.mbs.ac.uk/library>

#### Precinct Library

Manchester Business School (Crawford House)  
Oxford Rd.  
Manchester  
M13 9QS  
Telephone: +44 (0)161 306 3200

Alternatively try our **Business Answers 24/7**, a searchable database of frequently asked questions, providing guidance on the library databases or our **Business Research Plus** blog providing useful tips on business research topics.

**Manchester Business Answers 24/7:** <http://www.mbs.ac.uk/bizlib247>  
**Business Research Plus:** <http://bizlib247.wordpress.com>



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