

The American Chamber of Commerce in Ukraine is looking for Events Coordinator

Position is available immediately

Job Responsibilities:

- To initiate, arrange and coordinate special projects and events within Chamber Events Team
- To recruit sponsors and partners for Chamber Events
- To ensure effective promotional platform for Chamber events
- Follow-up within big projects (reminders, phone calls, gathering info, etc.)
- Assistance to Event Director and the team with big projects (set-ups, venue arrangements, banners, badges, etc.)

Essential Skills:

- Prior work experience in Events is a must
- Excellent spoken and written English, Ukrainian and Russian language skills
- Ability to work under pressure and meet deadlines, a quick problem-solver
- Good multitasking capacity
- Positive attitude and willingness to learn
- Good interpersonal and communication skills with a strong customer driven focus

We offer:

- A challenging full-time position in a dynamic, fast-paced work environment
- Individual and professional growth opportunities
- Additional benefits, based on passing the probation period, may include full medical insurance, accident life insurance, etc.

Qualified candidates are expected to send their applications **by October 31, COB** to asemotyuk@chamber.ua

We thank all applicants, however only short-listed candidates will be contacted.