

The American Chamber of Commerce in Ukraine is looking for **Energy Committee Assistant**

Position is available immediately

**Job Responsibilities:**

- Assisting Policy Officer in operations of the Energy Committee on a daily basis (monitoring and analysis of developments in energy sphere, preparing letters to state authorities, follow-up communication with relevant stakeholders; assistance in drafting updates on meetings; sending reminders, translation of materials etc.)
- Preparing analytical information on certain topics within the energy sphere
- Administrative support to Policy Officer during preparation of meetings and events
- Communication with the companies-members, state authorities, international organizations
- Updating the database on a regular basis
- Performing other tasks as instructed by Policy Officer

**Essential Skills:**

- Knowledge of and interest in the current political and economic environment in Ukraine
- Interest and experience in the energy sphere would be an advantage
- Excellent spoken and written English, Ukrainian and Russian language skills
- Ability to work under pressure and meet deadlines
- Good multitasking capacity
- Positive attitude and willingness to learn
- Good interpersonal and communication skills with a strong customer driven focus
- Experience of working in the government institutions/NGOs would be an advantage

**We offer:**

- A competitive position in a dynamic, fast-paced work environment
- Individual and professional growth opportunities
- Additional benefits, based upon performance, may include full medical insurance, accident life insurance, extra vacation week upon annual review results, etc.

Qualified candidates are expected to send their applications by May 10, 2017 to [asemotyuk@chamber.ua](mailto:asemotyuk@chamber.ua)

Only shortlisted candidates will be contacted and invited for an interview.