

The American Chamber of Commerce in Ukraine is looking for a **Policy Team Assistant**

Position is available immediately

Job Responsibilities:

- Assisting Policy Officers in operations of the relevant Committees and Working Groups on a daily basis (including but not limited to translation of materials; follow-up communication with relevant stakeholders; assistance in drafting updates on legislation; sending reminders, etc.)
- Administrative support to Policy Officers during preparation of meetings and events
- Drafting and sending letters to state authorities, etc.
- Assisting in drafting information and issuance of policy related electronic publications
- Registering incoming and outgoing correspondence as well as ensuring necessary related processes
- Preparing package of documents for Chamber participation in Public Councils and conducting relevant monitoring
- Making regular translations for the Chamber website
- Updating the database on a regular basis
- Performing other tasks as instructed by Policy Officers or Policy Team Leadership

Essential Skills:

- Knowledge of and interest in the current political and economic environment in Ukraine
- 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 April 17, 2017 to asemotyuk@chamber.ua

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