

American Chamber of Commerce in Ukraine

Horizon Park Business Center 12 Amosova Street, 15 Floor, Kyiv, 03038, Ukraine Phone: +380 44 490 5800 Fax: +380 44 490 5801 chamber@chamber.ua www.chamber.ua

The American Chamber of Commerce in Ukraine is looking for a Secretary/Receptionist

Position is available immediately

Job Responsibilities:

- Answer telephone and electronic enquiries and relay telephone calls and messages
- Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other companies and organizations
- Schedule and confirm appointments and meetings of the Chamber employees and quests
- Order office supplies and maintain inventory
- Administer certain office procedures (Taxi Reporting, Mobile Phone Usage, etc.)
- May compile data, statistics and other information to support the Chamber activities
- Support all the Chamber events

Essential Skills:

- Experience in administrative work
- 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

We offer:

- A challenging 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, etc.

Qualified candidates are expected to send their applications to asemotyuk@chamber.ua

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

Board of Directors: Mr. Grzegorz Chmielarski, McDonald's - Chairman; Mr. Sevki Acuner, European Bank for Reconstruction and Development -Vice Chairman; Mr. Martin Schumacher, METRO Cash & Carry - Vice Chairman; Ms. Nadiia Vasylieva, Microsoft - Treasurer; Mr. Oleg Tymkiv, PwC – Secretary; Mr. Serhiy Chorny, Baker & McKenzie - Legal Advisor; Mr. Steven Fisher, CITI; Ms. Lenna Koszarny, Horizon Capital; Mr. Martin Schuldt, Cargill; Mr. Evgeniy Shevchenko, Carlsberg.

Mr. Andy Hunder