

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 guests
- 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.