

**The American Chamber of Commerce in Ukraine** is looking for

## **Events Technical Support Specialist**

*Position is available immediately*

### **Job Responsibilities:**

- To provide event technical support and technical set-up maintenance (venue arrangements, equipment and software, photo shooting, banners, badges, guest registrations, etc.)
- To perform general maintenance of the warehouse, to control and manage inventory
- Follow-up within big projects (reminders, phone calls, gathering info, etc.)
- To communicate with sponsors and partners for Chamber Events
- To update Events Calendar and keep Events records and archive
- Other duties as assigned

### **Essential Skills:**

- Bachelor's Degree is highly desirable
- Good spoken and written English would be an advantage
- Be mature, responsible, confident and open-minded
- Have strong interpersonal and communications skills
- Skilled at handling multiple tasks and able to manage stressful situations
- Demonstrated ability to work as a member of a team, positive attitude and willingness to learn

### **We Offer:**

- A competitive position in a dynamic, fast-paced work environment
- Positive working environment and great Team
- Individual and professional growth opportunities
- Additional benefits, upon the completion of the probation period, include full medical insurance, accident life insurance, extra vacation week, etc.

Qualified candidates are expected to send their applications by **December 20, COB** to [asemotyuk@chamber.ua](mailto:asemotyuk@chamber.ua).

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