

## **The American Chamber of Commerce in Ukraine is looking for a Healthcare Committee Assistant**

Position is available immediately

### **Job Responsibilities:**

- Assisting Policy Officer in operations of Healthcare Committee on a daily basis (including but not limited to translation of materials; follow-up communication with relevant stakeholders; drafting updates on legislation; sending reminders, etc.)
- Administrative support to Policy Officer (Healthcare Issues) during preparation of meetings and events;
- Informing Committee's Members on all related developments in relevant spheres, gathering and compiling feedbacks thereon
- Drafting Monthly Healthcare Committee Digest
- Making regular translations for the Chamber website
- Performing other tasks as instructed by Policy Officer (Healthcare Issues) or Policy Team Leadership

### **Essential Skills:**

- Analytical background enabling the individual to understand topics and draft letters/ positions on behalf of the Chamber Committee (Healthcare Issues)
- Motivated quick learner, able to set and reach task-related goals
- Excellent spoken and written English, Ukrainian and Russian language skills
- Ability to work under pressure and meet deadlines
- Good multitasking capacity
- 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
- Positive working environment and great Team
- Individual and professional growth opportunities
- Additional benefits, based on passing the probation period, 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 **August 20, COB** to [asemotyuk@chamber.ua](mailto:asemotyuk@chamber.ua)

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