

The American Chamber of Commerce in Ukraine is looking for
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, upon the completion of the probation period, may include full medical insurance, accident life insurance, extra vacation week, etc.

Qualified candidates are expected to send their applications **by April 16, COB** to asemotyuk@chamber.ua

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