

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

## **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
- Impeccable 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 **by May 31, COB** to [asemotyuk@chamber.ua](mailto:asemotyuk@chamber.ua)

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