

## *Office Assistant*

### *Kyiv, Ukraine*

#### **SUMMARY:**

The Kyiv office of American Councils for International Education: ACTR/ACCELS is currently seeking a proactive, flexible and reliable candidate to fill its Office Assistant position. The duties of the Office Assistant include, but are not limited to the following: greeting visitors, answering questions by telephone and assisting with FLEX program administrative tasks.

The position is full-time. Working hours are 9:30 to 18:00 Monday-Friday.

#### **RESPONSIBILITIES:**

- Greet visitors and announce them to staff
- Answer phone calls and direct them to necessary program staff
- Answer general questions regarding the work of American Councils in Ukraine
- Answer specific questions regarding the FLEX program/[when needed, re-direct to FLEX staff]
- Prepare direct flyer mailings to Ukrainian schools announcing the FLEX competition
- Verify the completeness of program applications sent to the office
- Update information in database of contacts
- Contact person for local travel agency, and responsible for compiling receipts for expense reports
- Tracking outgoing courier shipments
- Assist with general maintenance of files and information in office
- Support to Ukraine office intra-organization and external communications activities
- Other administrative support duties as assigned.

#### **QUALIFICATIONS:**

- Native Ukrainian
- Fluent English
- Ukrainian – English translation (written and verbal)
- Bachelor's degree
- Punctual
- Strong clerical skills
- Strong written, oral and social media/online communication skills (English, Ukrainian)
- U.S. experience or familiarity with the FLEX program is a plus.

#### **TO APPLY:**

Submit a cover letter with a current resume by the closing date listed below, via e-mail: [hr@americancouncils.org.ua](mailto:hr@americancouncils.org.ua) . Please note the title *Office Assistant* in the Subject line of your message. Applications must be submitted no later than June 7, 2019.