



Ваш надійний помічник

Office manager

📍 Київ,

Рубрики: [Офісний персонал](#)

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	від двох років
Графік роботи:	повний робочий день

Опис вакансії

The Research Institute of Organic Agriculture (FiBL) is implementing the Project "Organic Market Development in Ukraine". The project, funded by the Swiss Confederation, aims to strengthen the competitiveness of the Ukraine's organic food sector and to generate rural incomes, especially for small and medium sized enterprises.

We are seeking a full-time

Office Manager

who will be located in our project office in Kyiv and begin to work on December 01, 2017 till June 30, 2018 according to the scheduled end of the project.

The tasks of the Office Manager are to

- Support the work of the office in daily management;
- Provide all necessary office administrative and secretarial assistance;
- Organize documentation circulation (letters, minutes, etc.);
- Collect, maintain, process and update the data (e.g. contacts, etc.);
- Filing, collecting and systematizing projects documents and publications;
- Support in project activities and organize events (including meetings, workshops, business trips, office visitor reception etc.);
- Typing of documents and mails;
- Proofreading and translating texts;
- Order materials (stationary, supplies, etc.) for office functioning;
- Courier the documents and materials;
- Maintain of safekeeping control and workable status of office tangible assets;
- Support inventory process.

Requirements for the candidate:

- Minimum 2-year experience in office management;
- Excellent verbal and written communication skills in Ukrainian and English.

We offer:

- An attractive and inspiring working environment;
- Contemporary terms of employment and remuneration.

Interested? We are happy to answer any questions you may have.

Please submit your letter of application together with your CV (both in English and Ukrainian) and references (in Ukrainian or English) **by November 26, 2017 to** oleksandra.hasiuk@fibl.org

Interested prospective applicants are encouraged to visit the project web-site

www.ukraine.fibl.org

Контактна інформація

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Контактна
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Сайт: <http://www.ukraine.fibl.org>