



Ваш надійний помічник

# Ассистент руководителя, офис-менеджер, 10000 грн.

📍 Київ,

Рубрики: [Реклама, маркетинг, PR](#), [Офісний персонал](#), [Наука, освіта](#), [переклади](#)

## Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	обов'язковий
Графік роботи:	повний робочий день

## Опис вакансії

Требования: Знание английского языка, уровень не ниже Upper Intermediate, знание ПК, навыки работы с офисной документацией. Комуникабельность, желание работать, обучаемость, добросовестность, порядочность.

Обязанности: I. Communication, correspondence and document management:

A. Controls quality of preparation, rightness of drafting, concordance, claims of the documents presented for signature of the National Coordinator.

B. Carries out communication with other organizations (both commercial and state) and separate citizens on questions of current activity of EEM Ukraine (telephone, fax, etc.).

C. Facilitates communication between the EEM office in Austria and EEM Ukraine when the National Coordinator is not available, especially with regard to cooperation with printing companies in Ukraine..

D. Provides implementation of the typewritten and copying-multiplying works.

E. Performs general clerical duties such as photocopying, faxing, scanning, mailing, filing, and phone calls.

II. Office management:

. Manages supplies and other resources needed for functioning of the office;

A. Tracks the condition of the office technology and furnishings and serves as the first line of support in case of problems;

B. Keeps the office literature display up-to-date with the current inventory offering;

C. Coordinates office maintenance and janitorial services;

III. Scheduling and travel arrangements

. Manages schedules and travel arrangements (hotel, transportation, meals) for groups visiting EEM Ukraine approved by the National Coordinator.

A. Manages travel arrangements for the National Coordinator.

B. Manages schedule of appointments for the National Coordinator as needed.

IV. Customs clearance of international shipments:

. Working with brokers and customs officials;

A. Preparing necessary documentation for customs clearance.

V. Logistical support for Character for Kids seminars

. Manages communication with seminar sites to ensure proper planning and coordination for the visiting seminar leaders.

A. Organizes logistics for the seminars at various sites.

B. Manages travel arrangements for the seminar leaders.

C. Ensures high quality translation services (personally and through a network of qualified freelance translators) for seminar leaders.

D. Ensures availability of visuals, handouts, other materials and Audio/Video equipment for each seminar.

E. Tracks and reports to the National Coordinator expenses related to the logistics and travel for the seminars.

VI. Performs other duties as assigned by the National Coordinator within the scope of competency.

Условия: Офисная работа, посещение семинаров, нечастые командировки

### **Контактна інформація**

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