https://jobs.ua/job-admin-officer-3848470

Ваш надійний помічник

# Admin officer, 25000 грн.

Київ, 4 липня 2025

Компанія: Instalimb Inc, Japan (https://jobs.ua/company/id/1640701) (Всі вакансії)

Рубрики: HR, управління персоналом, Офісний персонал

**Побажання до співробітника**

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

**Опис вакансії**

**Job Description – Admin Officer**

**Affiliation:Japan Instalimb Inc, Room6, Center of Garage, 1-16-3 Yokokawa, Sumida ward, 130-0003, Tokyo, Japan**

**Phone: ....356**
**Location: Ukraine (Based in Kyiv or Lviv)**

**1. About Instalimb**

Instalimb Inc. is a startup founded in Japan, pioneering the use of 3D printing and AI technology in the field of prosthetics and orthotics. Since our establishment in 2019, our mission has been to deliver prosthetic limbs faster, more affordably, and more comfortably to those who need them.

Our goal is to establish a new global standard through digital fabrication of prosthetic and orthotic devices, thereby improving the quality of life for as many people as possible. We are not merely a manufacturer; we are committed to building a sustainable support system through technology transfer, education, and strong partnerships with local stakeholders.

In Ukraine, we are working in collaboration with international organizations and local medical institutions to support individuals who require prosthetic devices due to war-related injuries, disabilities, and chronic illnesses. This position plays a vital role in supporting our operations and projects in the region.

**2. Position Overview**

This position will be responsible for a wide range of back-office administrative functions that support Instalimb's ongoing international projects and local operations in Ukraine.

In the initial phase, the primary focus will be administrative work related to project implementation with UN agencies and NGOs. The role will cover multiple domains, including general administration, HR, accounting, procurement, and logistics. Close coordination with global project managers, national managers in Ukraine, and external partners will be essential.

As our business grows in Ukraine, responsibilities may be further specialized and delegated to other back-office team members. The successful candidate is expected to evolve into a core team member and may specialize in one of the functions in the future.

We are looking for a candidate with strong communication skills, attention to detail, and a proactive mindset who can contribute meaningfully in a multicultural and mission-driven work environment.

**3. Key Responsibilities A. General Administration & Coordination**

- Manage and file documents such as contracts, internal policies, and administrative records
- Coordinate meetings, business trips, and internal/external events
- Greet visitors, handle calls, and act as a point of contact for basic inquiries

- Manage office facilities and coordinate maintenance or repairs
- Perform daily clerical duties such as document printing, mailing, and reception tasks
- Interpretation and translation support for global team members.

**B. Human Resources Support**

- Assist with job postings and candidate communications during hiring
- Manage employee attendance and leave records
- Support onboarding and offboarding processes
- Help ensure compliance with local labor laws
- Assist with internal team communication and engagement

**C. Accounting & Finance Support**

- Handle invoice and receipt collection, and process reimbursement claims
- Assist with bank transactions and financial record-keeping
- Support preparation of monthly accounting data and liaison with external accountants
- Assist in preparing project expenditure reports and budget tracking sheets
- Support tax-related filings (eg, VAT)

**D. Procurement & Logistics Support**

- Manage the purchasing of office supplies and operational materials
- Communicate with suppliers and logistics providers, assist with price negotiations
- Support inventory checks and procurement planning
- Assist with import documentation and customs procedures
- Coordinate domestic delivery and transportation schedules

**E. External Communication & Project Support**

- Liaise with UN agencies, NGOs, hospitals, and other external stakeholders
- Assist in preparing project progress reports and meeting materials
- Take meeting minutes and provide translation support (Ukrainian/English)
- Handle routine email correspondence in English
- Provide logistical support for international visitors and staff

**F. Documentation & Reporting**

- Maintain organized records of procurement, accounting, and administrative activities
- Prepare periodic reports related to support operations
- Update and maintain SOPs and workflow manuals
- Translate and proofread key internal/external documents
- Handle sensitive information with confidentiality

**4. Qualifications A. Required**

- Bachelor's degree or equivalent education
- 1–3 years of professional experience in at least one of the following: admin, HR, accounting, procurement, or logistics
- Business-level proficiency in English (written and spoken)
- Proficiency in standard office software (Word, Excel, Google Workspace, etc.)
- Ability to work in a multicultural team and coordinate with international partners

- High attention to detail, reliability, and accountability
- Strong multitasking and time management skills
- Self-motivated with a proactive attitude

**B. Preferred**

- Knowledge or certification in accounting, procurement, or logistics
- Experience working with NGOs, international organizations, or in healthcare/social sectors
- Bilingual in Ukrainian and English
- Familiarity with cloud-based tools such as Google Workspace, Slack, or cloud accounting systems
- Experience in project-based roles or startup environments

**5. Employment Details A. Contract & Compensation**

- Employment Type: Full-time contract (renewable annually)
- Monthly Salary: USD 600–800 (based on experience and qualifications)
- Probation Period: 6 months (same conditions as regular employment)

**B. Working Hours & Leave**

- Work Hours: Monday to Friday, 9:00 AM – 6:00 PM (1-hour lunch break included)
- Days Off: Weekends (Saturday & Sunday) and public holidays in Ukraine
- Paid Leave: In accordance with Ukrainian labor law

**C. Reporting Line & Location**

- Employer: Instalimb Inc, Japan
- Work Location: Ukraine (based in Kyiv or Lviv)
- Business Travel: Short-term international travel to India or other countries may be required
- Reporting To: National Manager in Ukraine and Global Project Manager (English communication)

**6. Application Process**

Please send your CV and cover letter to **in.recruit@instalimb.com**

Application deadline: **July 13, 2025.**
Only shortlisted candidates will be contacted for an interview.

ts, wishes:

**Контактна інформація**

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