

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. This is a full-time, 40 hours a week position. Working hours are 9:30 to 18:00 Monday-Friday.

RESPONSIBILITIES:

- Greet visitors and announce them to staff;
- Answer phones 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;
- Assist FLEX program with administrative On Program Support issues;
- Work with FLEX students and parents on health-related questions during and after notification;
- Contact person for local travel agency, and responsible for compiling receipts for expense reports;
- Prepare direct mailings to Ukrainian schools announcing the FLEX competition;
- Assist with FLEX testing in Kyiv and in other cities;
- Verify the completeness of program applications sent to the office;
- Assist in accepting, tracking and verifying participant documents – visa forms, permission forms, health forms, etc.;
- Tracking outgoing courier shipments;
- Assist with general maintenance of files and information in office;
- Update information in database of contacts;
- 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 and oral communication skills (English, Ukrainian)
- U.S. experience or familiarity with the FLEX program is preferred.

TO APPLY:

Submit a cover letter with a current resume and salary history via e-mail:

HR@americancouncils.org.ua. The position is open until filled.