

## How to place an Employment Ad in the Post

### In Person

Bring your ad to our office at 34 Lesya Ukrainka Blvd., 4th floor, Room 401 from 9:00 a.m. to 6:00 p.m. Ask for Vladimir Kharitonenko.

### By Fax or Phone

Send a fax including number of boxes, number of issues and form of payment to 254-3113 or call 496-1111. e-mail: volodya@kppublications.com

# THE POST

### Deadline

The deadline for Thursday Employment ads in the Post is one week before publication.

### Payment

Pre-payment is required in all cases.

### Mini Resume

Send us a brief CV (it should be no more than 20 words) and we'll run it in 2 issues of the Post for only Hr 50. Please stop by at "Vash Dom" agency, Triokhsviatitska St. 3 to drop off your CV. Tel: 228-4010

## BIG INDUSTRIAL COMPANY

is looking for:

### Head of Financial Controlling Department

#### Responsibilities include:

- Preparation of financial statements according to IFRS
- Management accounting
- Budgeting

#### General requirements:

- 25-35 years old
- Prior experience with international auditing company minimum 3 years, experience as Internal Auditor/Financial Controller is desirable
- Certification ACCA, CPA is a plus
- Strong English
- Computer literacy: 1 C system is must, SAP is desirable
- Managerial skills, responsible, self-driven, team-player
- Ability to move to Mariupol

Please send your CV with the expected remuneration package to e-mail: [info@uptk.com](mailto:info@uptk.com)

American Sport Branded company, distributor of footwear, apparel and accessories in Poland, Czech Republic and Slovakia is looking for

## RETAIL MANAGER

for the launch of a new store in Kiev.

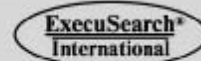
#### Responsibilities:

- Meeting sales goals and objectives.
- Customer relations.
- Cost containment.
- Inventory management.
- Store profitability.
- Labor relations activities associated with the store personnel.

#### Requirements:

- 2 + Years of retail management or supervisory experience.
- Understanding of financial and accounting principals.
- Good merchandising skills.
- Strong interpersonal and organizational skills.
- PC literate.
- Fluent English, written and spoken
- Knowledge of sport footwear and apparel market is desirable.

Please send in your CV (Resume) in English to [office@amersport.pl](mailto:office@amersport.pl) indicating the position title in the Subject line.



Tel.: (044) 228-7103, 228-7444, (067) 784-2704; Fax: (044) 228-2059; [info@powerfact.com.ua](mailto:info@powerfact.com.ua)

- ◆ **Benefits & Compensation Manager** (3+ years of experience in HR field within international companies)
- ◆ **Key Account Manager** (location: Moscow, experience in sales, readiness to relocation)
- ◆ **Field Force Manager, OTC** (experience within international pharmaceutical companies, competitive remuneration package)
- ◆ **Sales and Marketing Manager** (international company, experience in sales of telecom/electro equipment, technician education background)
- ◆ **Logistic Manager** (international company, experienced in Customer Service, Inventory Management, good knowledge of IT Hard / Software)
- ◆ **Service Manager** (multinational: high tech company, audio / video, IT, home appliances, solid experience at senior position at service center, good managerial and leadership skills)
- ◆ **Finance Manager** (international company, US GAAP, IRS, experience at senior finance position)

For all vacancies English is a must

See all current vacancies at: [www.powerfact.com.ua](http://www.powerfact.com.ua)

RECRUITMENT  
PERSONNEL AUDIT  
ASSESSMENT/  
DEVELOPMENT  
CENTERS  
OUTSTAFFING  
STAFF LEASING  
OUTPLACEMENT



## MAERSK LOGISTICS

## LOGISTICS MANAGER

The global leader in containerized transportation is seeking a mature professional with management experience, preferably in supply chain management, to continue its track record of growth in Ukraine.

Interested applicants, fluent in English, Russian and Ukrainian, should submit their resume and cover letter / email to:

[UKRLOGMNG@MAERSK.COM](mailto:UKRLOGMNG@MAERSK.COM)

THE A.P. MOLLER GROUP WITH HEADQUARTERS IN DENMARK HAS OVER 60.000 EMPLOYEES & OFFICES IN OVER 100 COUNTRIES AROUND THE WORLD. BESIDES SHIPPING, THE A.P. MOLLER GROUP IS ENGAGED IN EXPLORATION AND PRODUCTION OF OIL AND GAS, SHIPBUILDING, AVIATION, INDUSTRY, SUPERMARKETS AND IT SERVICES.

## Hungry for something different?

Radisson SAS Hotels & Resorts currently has nearly 150 hotels in 37 countries in Europe, the Middle East and Africa.



## RADISSON SAS HOTEL KIEV

is currently looking for following personnel to join this upscale, upbeat International Hotel Chain.

### Executive Housekeeper

#### Main requirements:

- Fluent English, Ukraine or Russian
- Professional experience in housekeeping and laundry
- Previous hotel experience is a plus
- Successful managerial experience
- Service and customers oriented
- Good team leader

### Chief Accountant

#### Main requirements:

- Fluent English
- University degree (Finance)
- Successful experience as a Chief Accountant within a multinational company for at least 2 years
- Excellent knowledge of local accounting procedures and laws
- Good managerial skills

### Chief Engineer

#### Main requirements:

- Fluent English
- Technical University degree
- 3 years professional experience in maintaining mechanical systems
- Service-oriented
- Committed to "zero" working accident policy

### Purchasing Manager

#### Main requirements:

- Fluent English is a must
- Successful professional experience in the purchasing field within multinational company
- Perfect knowledge of customs procedures
- Good negotiation skills

Forward your Application and CV to the following email address: [info.kiev@radissonsas.com](mailto:info.kiev@radissonsas.com)

Radisson SAS Hotel  
Pre-Opening Office  
Velyka Vasylkivska Str. 9/2  
Office 26, Kiev 01004, Ukraine  
[www.radissonsas.com](http://www.radissonsas.com)



## Freedom House seeks an EXECUTIVE DIRECTOR for the new PAUCI (Poland-America-Ukraine Cooperation Initiative) Foundation to be created in 2005.

The PAUCI Foundation will be a legacy organization to the current PAUCI project ([www.pauci.org](http://www.pauci.org)), which fosters linkages between Ukraine and Poland. It is anticipated that the chosen candidate would assume the function of Executive Director sometime between January 1-March 1, 2005.

The ideal candidate will possess strong interpersonal, communication and management skills, have excellent leadership capabilities and experience building an organization. The candidate should have the ability to work as a member of a diverse multicultural team, and to manage a varied workload including on-going operations, strategic planning, fund raising, and organizational development. Experience in working with the public sector and in the international development context is also desired. Applicants should be Polish or Ukrainian nationals, fluent in English and conversant in Ukrainian and Polish. The position will be based in Kyiv.

Interested candidates are requested to submit in English a cover letter, resume, salary requirements and three references by **October 17th, 2004**, to:

Megan Schmidt  
1-202-296-5078 fax  
[humanresources@freedomhouse.org](mailto:humanresources@freedomhouse.org)



The world's leading tyre manufacturer continues to expand in Ukraine

As part of this expansion we have immediate vacancy for

## SALES REPRESENTATIVE (Truck Tyres)

TO BE BASED IN WESTERN UKRAINE

#### We offer:

- Satisfying and interesting work
- Professional training
- Attractive salary and good work conditions
- Reimbursement of travel expenses
- A career opportunity in a major international company

#### We require:

- High Technical Education
- Commercial experience
- Age 25 to 35
- Class B driving license
- Willing to travel
- Fluent French or English will be an advantage

If you wish to be considered for this position please e-mail your C.V. in Russian to: [michelin@svitonline.com](mailto:michelin@svitonline.com) (Ref. RTC)

[www.staff.com.ua](http://www.staff.com.ua)

personnel selection consulting training English & Deutsch

428-08-04

American Medical Centers Kyiv is expanding its services and has immediate openings for

**STAFF PHYSICIAN**

- Internist licensed in Ukraine
- Male, under 40 years of age
- Western education, training or experience is desirable

**RADIOLOGIST (ULTRASOUND & X-RAY)**

- 5-7 years of experience

**NURSE**

- Nursing diploma and professional experience
- Western training or experience is a plus

All must be willing to work occasional nights and weekends according to an on-call schedule.

**SALES ASSOCIATE**

- experience in direct sales

English is a must for all positions. Please forward your resume to [hr@amc.com.ua](mailto:hr@amc.com.ua) or fax 490 76 01

An International Oil & Gas Company based in the Poltava region is searching for a

## EXECUTIVE ASSISTANT

The successful candidate will have the following responsibilities:

- Assist and support the Managing Director (M.D.) in handling various aspects of the Company's affairs, operations and businesses, including projects
- Provide all secretarial supports to the M.D. and its office:
- Attending to visitors/PR M.D. guests, and phone calls
- Flight / hotel reservations
- Preparation of itinerary and scheduling for the M.D.
- Arrange appointments / visits
- Preparation of memo / circulations and ensure its implementation
- Adopt efficient filing system
- Handling of correspondences / mails
- Drafting of letters and simple contracts in Ukrainian, Russian and English
- Provide simple administrative support

#### Requirements:

- At least high school diploma with post-secondary education
- At least 2 years experience in secretarial or relevant experience (Travel-related industries, events or public relation background, or office administrative functions)
- Matured and pleasant personality with good disposition
- Proficient in Ukrainian, Russian and English language (Written and Spoken)
- Excellent organizational skills; familiar and confident with office equipment / computer commonly-used software (e.g. PowerPoint, Excel, Words & etc.)
- Willing to commit on a long-term basis in this role and function, and work with high confidence
- Willing to work in Lohvitsa, Poltava Region
- Able to travel if/when required

Only truly interested applicants need to write-in with full resume, photo (must be enclosed) and expected salary to our office in Kiev: (Shota Rustaveli Str. 16, 4th floor, Kyiv, 01023) tel/fax (044) 230 35 39 or via e-mail to: [regalukr@ukr.net](mailto:regalukr@ukr.net)

For additional information, please call: (044) 230 35 32 or: 8050-903-9708

## BRAIN SOURCE INTERNATIONAL

A Leading Advertising Company is looking for a

### MARKETING & ADVERTISING DIRECTOR

**Requirements:**

- ◆ University Degree in management/marketing/MBA;
- ◆ 5+ years' experience with advertising agencies;
- ◆ Excellent skills of planning, development & analysis;
- ◆ Excellent knowledge of Galileo, SuperNova, Gallup Media;
- ◆ Fluency in English and French;
- ◆ M/F 25-35 years of age.

Please, send all your applications to [ag@brain-source.com](mailto:ag@brain-source.com)

Representative Office of Foreign IT-company has an opening for

### SALES AND MARKETING DIRECTOR

**Requirements:**

- ◆ Ability to rise sales level;
- ◆ 2 years of relevant experience within the IT- producing or related industry;
- ◆ Fluent English;
- ◆ Perfect managerial skills.

Please, send all your applications to [as@brain-source.com](mailto:as@brain-source.com)

A Leading International Company is looking for a

### CHIEF ACCOUNTANT

**Requirements:**

- ◆ University Degree in accounting/economics;
- ◆ 4+ years' experience at a similar position;
- ◆ Reasonable knowledge of International and Ukrainian accounting standards;
- ◆ Experience of SAP accounting software (FI and CO Modules) would be useful;
- ◆ Fluency in English.

Please, send all your applications to [ts@brain-source.com](mailto:ts@brain-source.com)

Multinational auditing company (Big 4) is looking for a

### SENIOR AUDITOR

- ◆ Comprehensive auditing experience and appropriate education needed.
- ◆ Fluent English is a must.

Please, send all your applications to [ao@brain-source.com](mailto:ao@brain-source.com)

Big investment company is currently looking for

### INVESTMENT MANAGER

- ◆ Successful experience in investment or banking sphere.
- ◆ Perfect analytical and presentation skills. Fluent English.

Please, send all your applications to [ao@brain-source.com](mailto:ao@brain-source.com)

«Brain Source International Ltd»  
Tel/Fax: (044) 531 98 84  
Email: [info.ukraine@brain-source.com](mailto:info.ukraine@brain-source.com)  
[www.brain-source.com](http://www.brain-source.com)

## VACANCY ANNOUNCEMENT

United Nations Development Programme (UNDP) invites applications from highly qualified, energetic, proactive and experienced **Ukrainian professionals**, who are fluent in English for the post within UNDP **Municipal Sustainable Development Programme**.



### MUNICIPAL DEVELOPMENT SPECIALIST

Municipal Sustainable Development Programme (MSDP) is a pilot project of UNDP/Ukraine launched with an objective to promote sustainable development in the urban areas through public-private partnership. It works with community neighborhoods, NGOs, academic institutions, business communities, local authorities and builds their institutional capacity to enhance participatory governance and address local social, economic and environmental issues through participatory approach. Currently, MSDP is working with 6 municipalities. Each partner municipality has a municipal support unit (MSU) to execute the Programme activities at local level. The MSU is supported by municipal support team (MST) which is responsible to implement the local activities of the Programme. Expansion of the Programme to additional municipalities will take place in the coming year.

UNDP is a well-known organization working with the Government and other partners for the prosperity of Ukraine. We call all those interested not to miss an opportunity and to urgently submit your application. For details on the post requirements, post description, as well as information on UNDP activities please visit our web-site [www.un.kiev.ua](http://www.un.kiev.ua)

Deadline for applications is **10 October 2004**. UNDP will use a transparent and competitive screening process, though will only contact those applicants in whom there is further interest. Applications from qualified women are encouraged.

Please note that UNDP has also a number of other vacancies available also at our web-site [www.un.kiev.ua](http://www.un.kiev.ua).

The screening and selection process will be conducted with support of the UNDP Business Centre. The UNDP Ukraine Business Center has been established to provide full-scale operations related services to projects and UN Agencies. Business Center is a client oriented specialized services provider. Operations Specialists are providing professional support in three major areas: Procurement, Personnel, and Finances.

UNDP Office in Ukraine  
1, Klovskiy uzvz, Kiev 01021  
e-mail: [vegorov@un.kiev.ua](mailto:vegorov@un.kiev.ua);  
fax: (8-044) 253-2607

## Hungry for something different?

Radisson SAS Hotels & Resorts currently has nearly 150 hotels in 37 countries in Europe, the Middle East and Africa.



## RADISSON SAS HOTEL KIEV

Is currently looking for the following personnel to join this upscale, upbeat International Hotel Chain. Situated in the heart of the diplomatic area in Kiev's City Center.

### Food & Beverage

Restaurants and Bars / Meeting & Events

- Administrator Assistant
- Supervisors / Head Waiters
- Waiter / ess
- Bar Tenders
- Bar Staff
- Porters
- Casual Waiters / ess

### Room Service

- Supervisor
- Waiters
- Mini Bar Attendant(s)

### Front Office

- Service Managers
- Night Manager
- Night Auditor
- Receptionists
- (Guest Service Representatives)
- Guest Relations Manager
- Hotel Porters

### Housekeeping

- Floor Supervisors
- Room Attendants
- Public Area Cleaners (day and night)
- Laundry Manager
- Linen Attendants
- Housekeeping Porters
- Housekeeping Co-coordinator (Administration)

### Kitchen

- Executive Sous Chef
- Sous Chef
- Chef De Parties
- Demi Chef de Parties
- Commis Chefs
- Pastry Chef
- Chief Steward
- Kitchen Stewards

### Leisure Club

- Leisure Club Manager (Supervisor)
- Fitness Attendants / Masseur

### Accounts Department

- Accounts Clerk
- Paymaster Clerk
- Store Man

### Reservations

- Reservations Agents

### Maintenance

- Maintenance Engineers

For more information and to collect application forms please come to the following address or send your CV to email address: [info.kiev@radissonsas.com](mailto:info.kiev@radissonsas.com)

Radisson SAS Hotel  
Pre-Opening Office  
Velyka Vasylkivska Str. 9/2  
Office 26, Kiev 01004, Ukraine  
[www.radissonsas.com](http://www.radissonsas.com)



A major Ukrainian trade company, Dukat, which specializes in paper and stationery and has 15 offices nationwide, is looking for specialists with work experience at foreign companies.

### 1. Logistics Director

(managing resources and transportation)

### 2. Assistant to top manager

(clerical work, MC Office, knowledge of English is important but not needed on a daily basis)

### 3. Warehousing Manager

Competitive salaries provided to successful candidates.

Please email your CV to:  
[rostov@dukat.kiev.ua](mailto:rostov@dukat.kiev.ua)

## Промисловий холдинг оголошує вакансію

### ГЕНЕРАЛЬНИЙ ДИРЕКТОР

**Вимоги:** ВО (економ./техніч.), досвід управлінської роботи на великих підприємствах від 5 років, знання стратегічного планування і реструктуризації промислових підприємств, управління фінансовими потоками, системний підхід, уміння самостійно приймати рішення, високий рівень відповідальності.

Резюме відправляти із завізкою на вакансію  
По e-mail: [cv-2004@listru](mailto:cv-2004@listru),  
тел.: 536-5021

The United Nations High Commissioner for Refugees (UNHCR) is seeking a highly motivated individual to act in the capacity of **PROGRAMME ASSISTANT** in the Cross-Border Co-operation Process Secretariat - a Project funded by the European Commission (EC). The Secretariat deals with strengthening co-operation between the countries along the new EU eastern border on issues of migration, asylum and border management.

### Job description:

Under the supervision of the Head of the Secretariat the incumbent shall:

- Research, analyse and distribute information on various migration, asylum and border management issues in countries covered by the Project;
- Document budget implementation and contribute to reporting;
- Organize and administer seminars, conferences and other Project events.

### Qualifications:

- University degree in international law, economics, finance, business administration;
- 5 years of relevant professional experience;
- Fluent English, Russian and Ukrainian;
- Ability to research and draft clearly in English;
- Familiarity with the operation of the United Nations system and the European Union;
- Ability to use mainstream computer software;
- Integrity, professionalism and respect for diversity;

Applications with curriculum vitae in English should be sent no later than **October 4, 2004** to:

Attn: Ms. Myroslava Korenevych  
UNHCR/CBCP Secretariat  
Fax: 573-9850  
E-mail: [KORENEVY@unhcr.ch](mailto:KORENEVY@unhcr.ch)

## A big international company is looking for a PERSONAL ASSISTANT/INTERPRETER (female)

### The Tasks:

- to assist German Board member in daily business;
- to accompany him in business trips over Ukraine;
- to handle daily correspondence for him;
- to arrange visits of foreign visitors to Ukraine;
- to develop business presentations;
- to prepare planning figures and charts

### The Candidate:

- native Ukrainian/Russian with fluent English, good command of German will be a plus;
- 21-25 years old, educated to linguistic University degree standard;
- 2+ years experience in a similar position
- computer skills (Windows 95, Excel, WinWord, Power Point)
- non-smoker

Please send your resumes to Tatiana Piliipenko, [tpi@ace-ddb.com.ua](mailto:tpi@ace-ddb.com.ua) tel./fax: 244 97 57

## Project Manager/Consultant

**MINI RESUME**  
Project manager/independent consultant with significant regional experience of development & supervising complex multi-partner development projects, both in government and private business sectors. CV ans recommendations from employer and project employees are available upon request. E-mail: [Sergio\\_2001@mail.ru](mailto:Sergio_2001@mail.ru). Tel/fax: 560-8650

## PA/Management

**MINI RESUME**  
Self motivated, responsible, hardworking lady, looking for a position of logistiv manager, office manager. Relative working experience. University Degree in Linguistic, Economic. Fluent English, basic German. Please contact me by: 513-4240, mobile 8(067)731-5844, e-mail: [semyonova@ukr.net](mailto:semyonova@ukr.net)

## Personal Assistant/Management

**MINI RESUME**  
University degrees in Computers and English. More than 8 years experience in General & Business English teaching (about 4 years - University Instructor) & translation, experience as Office & Marketing Manager. PC - literate. Looking for job in International Organization. Tel.: 530-8047, e-mail: [anna\\_zagrebnya@rambler.ru](mailto:anna_zagrebnya@rambler.ru)

## Logistics

**MINI RESUME**  
MA International Business, experience in department creation, developing suppliers, managing inventory, logistic process optimization, transportation, import. Fluent English, excellent planning, organizational, analytical and negotiation skills. Contact Tatyana at [logistics\\_ts@yahoo.com](mailto:logistics_ts@yahoo.com), 8-050-942-5171.

## Sales

**MINI RESUME**  
UM, 31, University degree in Economics & Finance (MBA). Experienced in Sales & Advertising. Fluent English, PC literate, driving license. Excellent planning and organizational skills. Looking for a job in international company. hone: 8-067-238-3608

## Management/Interpreter

**MINI RESUME**  
Lady, 29, University Degrees in Philology and Management of Foreign Economic Activity. Russian, Armenian - native, fluent English, PC skills. Experience as Deputy Director/Interpreter. Communicative, responsible and hard-working. Irina. Tel.: 542-0502, e-mail: [irinakm@fromru.com](mailto:irinakm@fromru.com)

## Assistentin / Managerin / Sachbearbeiterin

**MINI RESUME**  
ca.40 Jahre, umfangreiche Berufserfahrung (10 J. in Kiev + 6 J. in Deutschland) als Elektroingenieurin, Sachbearbeiterin, Programmiererin; seit 11 Jahren in Deutschland, Deutsche und Ukrainische Staatsangehörigkeiten; Wohnmöglichkeiten in Deutschland und in der Ukraine (Kiew); persönliche Züge: Flexibilität, Eigenverantwortung, Einsatzbereitschaft, analytisches Denkvermögen, Eigeninitiative, Reisebereitschaft; Sprachkenntnisse: Deutsch (fließend), Russisch (Muttersprache), Ukrainisch, Englisch; suche neue Herausforderung. Tel. in Deutschland +49-203-664596 (Larissa); Email: [l.spielberg@web.de](mailto:l.spielberg@web.de) Tel. in Kiev 216-96-89 (Mutter)

## Management, Sales, Production

**MINI RESUME**  
M.38. Mature, highly experienced leader in: Strategic Management, Risk management, and Marketing with western companies in Ukraine and abroad, directed towards achieving raise of company's value. Management of multi - project on different stages of life cycle. Establishing sales and circulation goals and motivating staff to attain goals. Personal abilities: Dynamic leader and team builder, consistently motivating others toward success. Strong communication skills, excellent presentation skills, ability to manage complexity. Hard-working and enthusiastic top administrator with unique combination of expertise in production, sales, after sales support. Fluent English. Strong interpersonal skills that work well in a team environment, ability to adapt in a changing work environment, initiative to learn new leadership and business skills. Ability to handle several projects at the same time; entrepreneurship nature. mobile +38050-554-8403, E-mail: [gm@nlne.net.ua](mailto:gm@nlne.net.ua)

## Management/Sales

**MINI RESUME**  
Lady, 26. University Degree in Int. Economics. Experienced in Purchasing / Distribution / Marketing. (National FMGM Producer). English, German. For details please contact: mob: 8-067-905-5935, e-mail: [felicity27@ukr.net](mailto:felicity27@ukr.net)

**Best Bargain!**  
Advertising in the Employment section

## KP PUBLICATIONS

uaSport.net SPUTNIK MEDIA.NET KYIV POST АФІША Корреспондент bigmir.net Stuff Pink

Publishing company KP Publications is expanding its activity in Ukraine and announces following job openings:

### SALES MANAGER (SD)

**Requirements:**

- Similar work experience is a must
- High organization, communication skills
- Team spirit
- Higher education, PC skills
- Fluent English

### HEAD OF SALES DEPARTMENT (HSD)

**Requirements:**

- Similar work experience in business publication is a must
- High organization, communication skills
- Team spirit
- Higher education

### CORPORATE CLIENTS SALES MANAGER (SM)

**Requirements:**

- Similar work experience is a must
- Work experience in the field of alcohol, tobacco goods, automobile industry is a plus
- High organization, communication skills
- Team spirit
- Higher education

### DESIGNER (DS)

**Requirements:**

- At least 2 years experience working as designer
- Creativity
- Experience with Adobe Photoshop, Adobe Illustrator, QuarkXpress
- High organization skills

### SCAN MASTER (SCM)

**Requirements:**

- Experience in DTP is a must
- Good organization skills

### MARKETING MANAGER (MD)

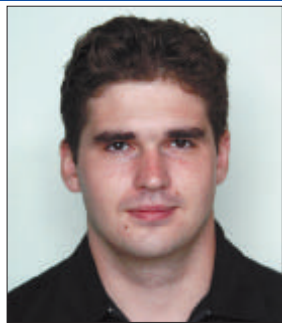
**Requirements:**

- Higher education
- Experience in marketing at least 3 years
- Experience in launching new product on the market (preferably magazine)
- Good organization skills

For all positions we offer competitive compensation package, possibility for personal and professional growth. Send your resume and cover letter specifying in the subject of your e-mail the code of the position you are applying for:

**[job@kppublications.com](mailto:job@kppublications.com)**

#### WORK



with **YURIY YAROSHENKO**

## TRIAL PERIOD: COPING WITH NEW-JOB STRESS

On average, a Ukrainian professional will hold 8-14 jobs during his or her lifetime, so learning to work with new colleagues is a reality in every workplace, says Elena Blagodarnaya, the finance and administration officer at PowerPact HR Consulting. Nonetheless, getting settled at a new job can be stressful. New hires are often scrutinized by current employees and they may feel that the boss has them under a micro-

scope, which can be very nerve racking.

There are ways of coping with the stresses of a new job, though. Heed the following 10 tips and you'll feel fully adjusted in no time.

#### 1. Know your job description.

Christina O'Keeffe, a consultant at the Lviv Youth Employment Center, says that "in order to work efficiently and effectively, you should know what you are responsible for and what your duties are; this will help you to feel confident about what you are doing." Talk to your new colleagues. Ask them about office priorities, and ask questions whenever necessary to clarify things you don't understand.

O'Keeffe also suggests setting goals and maintaining a positive attitude. She cautions, however, not to step out of line.

"Know your responsibilities, the responsibilities of others and the boundaries [between them]," she says, adding that you don't want to come across as being overzealous during your first few weeks on the job. And whatever you do, don't behave like a know-it-all. Instead be interested in your surroundings, attentive and ready to learn.

#### 2. Communicate with your new colleagues.

First impressions are important. The interactions you have with your colleagues during the first week may set the tone for your working relationship with them.

On your first day of work at a new job, make a point of greeting everyone in the room, and don't be afraid to make eye contact while doing so. During the first weeks in a new work environment your emotional comfort is less dependent on your professional achievements than on your ability to communicate with your colleagues in a friendly and professional manner. Good communication will also help you to work as a team

in the future.

While getting to know your new colleagues, try to determine who the office leaders are. It may be difficult to pick these people out by their job titles alone, as the leaders are not always the top managers, but your success depends on whether or not you are able to establish good contacts with these people.

#### 3. Ease in slowly (but not too slowly).

Don't go overboard during your first few weeks of work. Most new employees apply too much effort in the beginning in order to dazzle their colleagues and employer, but taking this approach may send out the message that you're indifferent to your new colleagues. Work hard, but don't sacrifice the opportunity to connect with people. This is an excellent time to exercise your interpersonal skills and let everyone know that you're a flexible and friendly person while still getting your work done.

#### 4. Don't gossip.

There are always those long-time employees who cling to newcomers in hopes of sharing office rumors and gossip. Avoid office gossip as a rule. This is important for every employee, but for the newcomer it's critical. Learn about the people in your office by virtue of your working relationship with them, not from the talk around the office water cooler.

#### 5. Don't be TOO nice.

Newcomers often try to do whatever they can to be accepted: they smile at everybody, make coffee for the whole department, or perform jobs that are not expected of them. It is critical to avoid such tendencies. Why?

"Because you don't want others to view you as a subordinate; understand that you are an asset to the organization that hired you," O'Keeffe says. You were chosen from among many applicants for your position and that means that you are a true professional and the best person for this job. You have not entered into a hostile camp, but into a well-set team which surely has its own rules and regulations – a team that also needs you. So know the rules and take them into account, but be confident in who you are and adapt to your role in your new workplace.

#### 6. Know when to hold your tongue.

Avoid arguments with your boss or colleagues in the first few weeks at a new job. Even if you are certain that you are correct, arguing will not resolve the problem. Instead, try to explain your position and suggest finding a common solution. Always avoid being aggressive or stubborn. Show that you know how to give and take, and go with the flow.

#### 7. Nobody's perfect.

And unfortunately, you aren't either. If you made a mistake – everyone makes mistakes – try to learn from them. Find out exactly what you did wrong and how to avoid making the same mistake in the future.

At the same time, take responsibility for your actions. If you goofed, don't be afraid to admit it or to do what needs to be done to remedy the situation (this may require consulting a colleague or your boss).

#### 8. Take heed of the dress code.

To easily integrate with your new team you should pay attention to the way people around you are dressed; your clothes should correspond to your new office environment. For example, if you work at a preschool or day care center, it's not advisable (or necessary) to wear a business suit to work. Similarly, if you've accepted a job as a middle manager at a large company, a business suit is the most appropriate option.

Additionally, be sure to know the rules. For example, some companies allow casual dress on Fridays, while others do not.

#### 9. Learn the language of the office.

Listen to how your colleagues and your superiors speak. Do they use informal speech and work in a very collegial manner, or do they speak much more formally and work in very pre-set, defined roles? Often at smaller companies, where the boss knows all the employees by name, or when everyone is the same age, there is a tendency to do away with formal grammar and expediency is the rule. In larger offices, the opposite is usually the norm.

#### 10. Interview your boss.

After about one month at a new job, set up a meeting with your boss to see what he or she thinks about how you are doing. Ask questions that will help you get a feel for your performance, like "Am I accomplishing my tasks well?, Are you satisfied with my accomplishments and work ethic?, and What can I do to improve my work and that of the office?" You should feel relaxed speaking with your boss, because s/he is interested in improving your skills and experience. That's why s/he hired you – to learn how to do your job better. Moreover, such initiatives on your part will often help your boss see that you welcome constructive criticism and are ready to find ways of working more productively.

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