

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

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, Triokhsviatitelska St. 3
to drop off your CV. Tel: 228-4010

**And don't forget to post your resume
on www.ukrjob.net - FOR FREE!**

STAFF STANDARD
For confidential consideration, please send your resume to
STAFF STANDARD by fax 517-0859, 517-1463, by e-mail:
stafstan@adamant.net or to Kyiv 02002, PO BOX 326.
!!! Welcome to our new site www.stafstan.com !!!

TRADE MARKETING CATEGORY COORDINATOR Kraft Foods Ukraina

KRAFT
- **Professional Experience:** At least 2 years experience in Trade
Marketing of FMCG company with retail merchandising and
promotions experience.
Experience in Marketing would be a plus. University Degree in
Marketing, aged under 30, Good English, Driving License.
Skills and Characteristics: Analytical and planning skills,
communication skills, presentation skills, organization skills,
problem solving skills and creative thinking capability.



RENAULT

Bureau de Représentation Recherche ZONES MANAGERS APRÈS-VENTE RÉSEAU

Compétences requises:

- Education supérieure technique;
- 1^{ère} expérience automobile souhaitée;
- Maîtrise des langues Française ou Anglaise, Russe, Ukrainienne.

CONSULTANT TECHNIQUE APRÈS-VENTE

Compétences requises:

- Education supérieure technique;
- 1^{ère} expérience de travail souhaitée;
- Maîtrise des langues Française ou Anglaise, Russe, Ukrainienne.

Merci d'envoyer votre CV par fax:
8 (044) 490-68-33
ou par e-mail: alexandre.golota@renault.com

ZONES MANAGERS RÉSEAU

Compétences requises:

- Education supérieure (technique ou économique);
- 1^{ère} expérience automobile souhaitée;
- Maîtrise des langues Française ou Anglaise, Russe, Ukrainienne.

Merci d'envoyer votre CV par fax:
8 (044) 490-68-33
ou par e-mail: irina.gon@renault.com

SD SHEVCHENKO DIDKOVSKIY & PARTNERS ATTORNEYS AND COUNSELORS AT LAW

Do you want to be part of the country's leading law firm? Do you want to work on multimillion high-profile transactions?
Do you want to make enough money to buy your own car and apartment or further raise your standards of living?
Now you have a chance to make your dreams come true.

Shevchenko Didkovskiy & Partners offers challenging and professionally enriching experience, hefty compensation package, lucrative fringe benefits and friendly working atmosphere. Due to increasing demand for our services and rapid development of the firm, Shevchenko Didkovskiy & Partners announces immediate openings for the following positions:

- **Partner Level Lawyers**, 8+ years of legal practice experience (preferably in corporate & general business law, banking & finance, tax and litigation)
- **Senior Level Lawyers**, 5+ years of legal practice experience (preferably in corporate & general business law, banking & finance, tax and litigation)
- **Mid Level Lawyers**, 3+ years of legal practice experience
- **Junior Level Lawyers**, 1+ years of legal practice experience, higher legal education
- **Legal Assistants**, higher legal education
- **Interns**, law student
- **Marketing & Business Development Manager**, creative personality with relevant university degree (or last year student) (relevant study or work abroad is an advantage)
- **Legal Secretaries and Receptionists**, 2+ years of secretarial/administrative experience, good manners and communications skills. Fluency in written and oral English is a must for all candidates.

All candidates must have strong academic background (Western experience or LL.M. is an advantage), excellent command of English, superb legal writing and research skills, superior analytical abilities.

Please fax your resume to **Svitlana Deynik** at (044) 230-6001 or e-mail to hr@shevdid.com. You may also visit our website www.shevdid.com for details on our firm and employment opportunities.

"Air Baltic Corporation" announces vacancies in Kiev of:

Latvian airline AIR BALTIC CORPORATION is a joint-stock company founded in 1995. The main shareholders are the Latvian government - 52.6% and SAS AB - 47.2%.

Please submit your CV and application letter by December 5, 2004.

A/S "AIR BALTIC CORPORATION"
Personnel department
Riga International Airport
LV-1053
Fax: +371 7 207 369
E-mail: cv@airbaltic.lv
www.airbaltic.com

→ Area manager, Ukraine

Main duties:

- Represent airBaltic in Ukraine, carry out the required sales and promotion activities
- Ensure efficient cooperation with travel agencies, corporate customers as well as relevant authorities and airline's business partners in Ukraine
- Overall administrative and operational responsibility for airBaltic representative office in Kiev
- Preparation of monthly sales reports and other requested reports
- Follow up on sales performance, development and trends on the local airline market
- Assistance to airBaltic passengers in all possible situations connected with the airline's activities and according to the company's policy
- Maintain high professional level of airBaltic staff in Ukraine

Requirements:

- Excellent analytical and communication skills
- Strong self - confidence and sense of responsibility
- Experience in airline sales and knowledge of Ukrainian travel market
- Ability to take initiative, work independently and in a team
- Result driven attitude
- Fluency in written and spoken Russian, Ukrainian and English

→ Ticketing agent

Main duties:

- Assistance to airBaltic passengers in all possible situations connected with the airline's activities and according to the company's policy
- Serve customers with flight and sales information both 'over desk' and via Telephone Sales
- Make flight reservations and issue tickets
- Receive cash, issue payment orders, invoices, pay out compensation for irregularities
- Support travel agents with required information

Requirements:

- Knowledge of airline reservation systems
- Ability to learn quickly, good communication skills
- Good knowledge of the English language
- Ability to work in a team
- Relevant work experience will be considered as an advantage



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

- ◆ **CFO (For Expat Executives)**
- ◆ **Business Controller** (financial / economic background; experience in business control, cost management, business planning)
- ◆ **Commercial Director** (for telecommunication company; experience in telecom related business)
- ◆ **Deputy Logistic & Purchasing Director** (experience within manufacturing companies)
- ◆ **Business Development Manager** (international company, experienced in project sales)
- ◆ **Logistics Supervisor** (international company, experienced in Logistics, Customer Service, Inventory Management within a subsidiary or Ukrainian company, strong leadership skills)
- ◆ **Sales and Marketing Supervisor** (international company, experience in FMCG/office market, work with retail outlets, knowledge of stationary market, excellent presentation skills)
- ◆ **Key Account Manager** (technical background in automation sales of automation and control systems)
For all vacancies English is a must

RECRUITMENT
PERSONNEL AUDIT
ASSESSMENT/
DEVELOPMENT
CENTERS
OUTSTAFFING
STAFF LEASING
OUTPLACEMENT

See all 48 current vacancies at: www.powerfact.com.ua



Our Client is a rapidly expanding trading house that supplies the food industry in Central and Eastern Europe with high quality ingredients. The KUK Company represents a selection of reputed international producers and offers not only their products, but also their application know-how. For the founding of a branch office in Ukraine, our Client is looking for:

Country Representative (Food Technologist) code BV 2229

Requirements: University Degree (Food Technologist), work experience in food industry; practical experience in the development and production of high quality food; good knowledge of English. A successful candidate must be capable of independently running a business and simultaneously have the potential to be an active sales person.



Our Client offers interesting work, competitive salary and good compensation package.

When sending your CV, please, indicate the code and name of the vacancy in the subject line of your message.
All applications will be handled in strict confidence.

Recruiting Agency Personnel
Tel. 461 79 72 (serial), E-mail: cv@personnel.kiev.ua



Leading Ukrainian consulting company has the following opening:

ERP Implementation Consultant

Requirements:

- Professional expertise in the area of finance or/and logistics
- Successful experience in business processes reengineering and/or ERP implementation
- Strong motivation
- Good teamwork capabilities
- Excellent learning abilities
- Ability to travel
- Fluent English
- Higher education

Please send your CV by fax: (044) 2162776
or e-mail: career@InnoWare.com

DIRECTOR OF SALES - REAL ESTATE SALES

The candidate will be in charge of the sales and marketing activities of this new Real Estate Company. She / He must have a solid knowledge of the property market in Kiev, strong sales experience and the good organizational abilities. Experience with a leading Kiev Property Advisors would be an advantage.
Good command of English is a must.

of the management of an office buildings after a 1 month training.
She / he must have higher education, willing to learn and demonstrate organizational abilities.
Good command of English is a must

OFFICE ADMINISTRATOR

The candidate will act as PA to the company G.M. and will also coordinate office activities of a small office team.
University studies, excellent command of English and good organizational abilities are a must.

PROPERTY MANAGEMENT AGENT

The candidate will be in charge of all aspects

Competitive conditions and good working environment are offered.
To apply please send CV by e-mail office@forumproperties.com.ua
and tel/fax : 044 257 32 20; 257 32 00