

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!

THE POST

HILL

Our client is an international freight forwarding company providing its customers with full integrated cargo services including the global shipping of land, air and sea cargo, successfully operating in a worldwide business, with specific focus on Central & East Europe. In connection with starting new service operations in the Ukraine the company is looking for an ambitious freight forwarding manager as

Country Manager Ukraine International Freight Forwarding

You will be totally in charge of starting up of the company's business in the Ukraine. Negotiating with carriers, customers, overseas partners, maintaining and building up agent contracts and attracting new business will be your main responsibilities. You will develop and lead your own team and be in charge of monthly and yearly budgets and achievement of set goals. To report to client headquarters in the European Union you will need a fluent knowledge of English. Almost half of your time you will spend in local and international business trips, but your

permanent place of work will be located in Kiev.

Several years experience in international freight forwarding is a must. With your sales management talent and your distinctive motivation to steadily convince new customers of competitive and reliable service quality of your company, you will step by step build up trustful and long lasting business relations in the Ukraine. As a dynamic person with excellent communication skills, strong drive towards closing contracts and absolute commitment to the needs of our

customers, you bring the relevant credentials for this career challenge.

We offer a competitive salary and a full social package. If you are ready to use acquired knowledge and positive experience in starting new business in Ukraine, you should contact our consultants:

HILL International Ukraine
Kiev, 13 Mikhailovska Str., office 1,
Tel. / Fax: +38 044 278 46 12
Ol'ga Shevchenko
E-mail: office@hillint.kiev.ua

www.hill-international.com



FRENCH DAIRY COMPANY IS LOOKING FOR INTERNAL OPERATIONS CONTROLLER

General Requirements:

- University degree in economics
- 3+ years of experience in internal controlling in western FMCG company or audit firm dealing with FMCG
- Hard working, able to work under pressure, good interpersonal skills
- English, Russian, Ukrainian - perfect
- PC literacy; driving license ("B")
- Able to travel

The Job:

- Create and monitor procedures for goods movements
- Stock reconciliation, stock-takes

We offer:

- Attractive salary
- Trainings
- Good career opportunities

Please send your CV in English to e-mail dujob@inet.ua with Subject "Internal Controller"

If you are looking for a career in a leading Ukrainian law firm that will give you the opportunity to gain global experience, work on cutting-edge deals and learn from lawyers who are leaders in their fields of practice, then our offers are the ideal environment for realization of your ambitions.

PERSONAL ASSISTANT / SECRETARY

Requirements:

- Graduate degree from a reputable domestic University - foreign languages department, major in English;
- Female 22-30 years old;
- At least a few years of experience on admin / secretarial positions;
- Advanced computer skills;
- Fluent English, Ukrainian and Russian.

Characteristics:

- Ability to work long hours, to work under pressure, to meet deadlines;
- Demonstrated initiative, ability and interest in a long-term career.

TRANSLATOR

Requirements:

- Fluent English, Ukrainian;
- Familiarity with law and financial terminology is an advantage;
- At least a few years of experience on translator position with a translation agency;
- Valid TOEFL result is a plus;
- Graduate degree from a reputable domestic University - foreign languages department;
- Advanced computer skills.

Characteristics:

- Ability to work long hours, to work under pressure, to meet deadlines;
- Demonstrated initiative, strong interpersonal and communication skills.

To apply please e-mail CV with your full career details to attorneys-at-law@yandex.ru.

Please be sure that all information you rendered us will be accepted and kept in the strictest confidence.



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

- ◆ **General Manager** (processing plant in Southern Ukraine, international company)
- ◆ **Training & Development Manager** (multinational company; 3+ years of experience in HR related field)
- ◆ **Sales and Marketing Manager** (international company, experience in project / tenders management for technical products, preferably in traffic / transportation area)
- ◆ **Sales Manager** (international company, consumer electronics, IT markets leader, relevant experience is a must)
- ◆ **Market Analyst** (analytical skills, experience within industrial companies)
- ◆ **Business Development Manager** (international company, experienced in project sales)
- ◆ **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 55 current vacancies at: www.powerfact.com.ua



We search – you win.
Search is over now!



... I have a list of people I know
All written in a book
And every year at Christmastime
I go and take a look
And that is when I realize
That those names are a part
Not of the book they're written in
But of my very heart...

BECAUSE THE GOOD WILL OF THOSE WE SERVE IS THE FOUNDATION OF OUR SUCCESS, IT'S A REAL PLEASURE AT THIS HOLIDAY TIME TO SAY "THANK YOU" AS WE WISH YOU A FULL YEAR OF HAPPINESS AND SUCCESS.

Win with us in 2005!

FINCA International, based in Washington/USA, is a rapidly expanding network of 22 microfinance institutions located throughout the world. In order to strengthen and expand its microfinance operations in 10 countries of Eastern Europe and Central Asia, FINCA is looking for the following positions in various countries of the region, and for its Eastern European headquarters:

SENIOR CREDIT MANAGERS / INSTITUTION BUILDING EXPERTS (top management position)

Candidates should meet the following requirements:

- 5+ years experience in microlending with a commercial bank
- 2+ years of senior management experience in a financial institution
- experience in institution building an advantage
- excellent lending skills
- excellent training and negotiation skills
- language requirements: English and Russian
- citizens of all countries are eligible

JUNIOR CREDIT MANAGERS (middle management position)

Candidates should meet the following requirements:

- 3+ years experience in microlending with a commercial bank
- 1+ year of relevant managerial experience
- excellent lending and training skills
- language requirements: Russian; English is an advantage
- only CIS nationals

If you are looking for a job not like any other, a job where you can exert a great deal of influence and leave your personal track by creating and forming something new, and if you like to work in an international team, we invite you to send your CV to the email address:

staff@finca-moscow.org

BRAIN SOURCE INTERNATIONAL

Leading multinational company looking for the

MARKET DEVELOPMENT SPECIALIST Engineering Polymers

Requirements:

Develop understanding of the local market for crystalline Engineering Polymers, incl. identification of main customers and position of our competitors;
Mechanical engineer (or similar);
Business background (best with a degree in business administration);
3.5 years experience working in the plastics industry;
Speaks fluent English and local language.

Please send your CV with a motivation letter to ns@brain source.com

A Leading Multinational Company is looking for a

LAWYER

Requirements:

University Degree in Jurisprudence;
3+ years' experience as a Lawyer with international or local company;
Fluent English.

Please, apply with Your CV: es@brain source.com

European pharmaceutical company is looking for

BUSINESS UNIT MANAGER

Requirements:

Medical education, Fluent English (spoken, written);
Relevant experience at least 2 years as a Business Unit/Sales&Marketing manager within strong company;
Good communication, strategic planning and organisational skills.

Please name the title of vacancy

Please, apply with Your CV: om@brain source.com

European pharmaceutical company is looking for

PRODUCT MANAGER

Requirements:

Medical education, Fluent English (spoken, written);
Relevant experience at least 2 years within strong pharmaceutical company;
Good communication, analytical strategic planning and organisational skills.

Please name the title of vacancy

Please, apply with Your CV: om@brain source.com

«Brain Source International Ltd»

Tel/Fax: (044) 531 98 84, (044) 501 06 70

Email: info.ukraine@brain source.com

www.brain source.com



is looking for a

CUSTOMER MANAGER & PRODUCT MANAGER

Dear Sirs,

Today you have a great opportunity to join high-skilled team of Huawei Technologies Co., Ltd (Telecommunication Company) in Kiev Representative Office.

We are looking for Customer Manager, Product manager (fixed, mobile and optical networks)

Our main requirements:

- Higher education (preferable in Telecommunication / IT technologies specialty);
- More than 1 year experience in telecommunication field;
- Good English;
- Smart, Presentable, Communicative etc.;
- Under 30 years old.

Resumes (English and Russian variants, with mark "Customer manager", "Product Manager") please send to ananchenko@huawei.com

Contact telephone number 490-22-16/17 (Olga - HR)

SECRETARY (MARKETING AND COMMERCIAL DEPARTMENT)

Dear Ladies,

Today you have a great opportunity to join high-skilled team of Huawei Company in Kiev Representative Office.

We are looking for a person secretary position in Marketing and Commercial Department.

Our Main requirements:

- English at high level;
- Higher education;
- Computer knowledge;
- At least one year of work experience;
- Good-looking, presentable, communicative;
- Age restriction from 20 to 24.

All talented, energetic and creative persons are welcome! Resumes (English and Russian variants, with mark "secretary") with photo, please send to:

ananchenko@huawei.com

ADDFORCE

Global Industrial Group (1600 representative offices in 50 countries; 2 plants in Ukraine)

TRADE HOUSE GENERAL MANAGER

Main tasks:

Developing sales, achieving results and increasing customer numbers
Managing the sales team so that it is more motivated, dynamic and effective.

Main requirements:

Experience in international companies
Experience on the similar position
Good sales record in previous job (preferable - industrial area)
Strong sales ability
Excellent managerial skills
A natural leader
Strategic thinking
Communicative, creative
Confident and outgoing
Fluent English, other language is an
Higher education
Up to 40

Company offers:

Opportunity in professional development
Ability to work in international projects
High professional prestige
Competitive salary package
Trainings abroad
Additional benefits package

Russian Production Company (FMCG)

SALES DIRECTOR

Main requirements:

Experience in sales system building for Ukrainian production companies
Experience in western companies
Strong sales ability
Knowledge of brand promotion technologies
Excellent managerial skills. Experience in team building
Energetic, enthusiastic

Please

send your CV

to E-mail:

office@addforce.com.ua

tel.: +38 (044) 2357514, 2475784, 2475785

PERSONAL ASSISTANT for a French Businessman

Requirements:

- Ukrainian
- Very good accounting skills, preferably as an analyst
- Perfect and fluent in Russian and English language

Job details:

- Oil Industry
- Work place in Moscow
- Employment contract for 1 year, with the possibility of extension
- Higher than average salary

Please, send your CV to newcolleague@mail.ru

Kiev Regional Delegation of the International Committee of the Red Cross is looking for a

PROGRAM MANAGER

responsible for programs of cooperation with armed forces in Ukraine, Belarus and Moldova based in Kiev.

Requirements for the position:

Military carrier in the Ukrainian Army: rank of lieutenant colonel or above
Fluency in English, written and verbal, knowledge of French is a plus
Knowledge of International Humanitarian Law is a plus
Experience in combat training. Experience in operations abroad a plus
Strong communication and analytical skills
Computer skills in Microsoft Word, Excel and Power Point
Driving license, readiness to travel extensively

Please send your application before 10.01.2005 to e mail address: kyiv.kvi@icrc.org or fax 235-45-96.

411.cd
LET US PUT YOU IN TOUCH

Positions Available:

1. Operators fluent in English
2. Operators fluent in English and French

This job is for diligent customer - friendly professionals with 100% articulate pronunciation.

For info call Dmitry Danilchuk +38 050 948 8261
For CVs: supervisor@411.ca

LET US PUT YOU IN TOUCH www.411.ca

UKRAINIAN STEP BY STEP FOUNDATION is looking for a

MANAGER OF EDUCATIONAL PROJECTS

Write and speak fluent English.
Willing to travel.
Strong computer skills.
Strong interpersonal skills.
Readiness to work creatively and under tight deadlines.

Please send your CV to admin@ussf.kiev.ua or fax (044) 235 11 36

KP PUBLICATIONS

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

PERSONAL ASSISTANT TO DIRECTOR

Responsibilities:

provide the Director with administrative and communication support;
attend and take minutes at meetings;
maintain flow of all relevant information to partner companies and internal departments;
organize and coordinate direct reports and monthly travel programs of Director;
arranging visas, travel accommodations;
other tasks as assigned.

Requirements:

University degree in Linguistics / Business Administration, 2+ years on equivalent position. Strong PC skills, good planning & organizing skills, analytical skills. Fluent English is a must.

MANAGER OF DISTRIBUTION DEPARTMENT (DD)

Requirements:

active, energetic, goal oriented young man;
knowledge of trade marketing is preferable;
good English;
higher education, PC user.

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

National leading FMCG manufacturing company is looking for:

SENIOR FINANCIAL OFFICER

Requirements:

- 3 - year working experience at the leading producing companies FMCG on the similar position
- from 2 - year experience in going over audit at big "four"

HEAD OF PR DEPARTMENT

Requirements:

- 3 - year working experience at the leading producing companies FMCG on the similar position
- experience in coordination of budget of large PR-projects

To apply please, contact loyanich@upk.od.ua or 8-0482-344043.

Closing date for resume sending is 31.12.04

Admin/HR Management

MINI RESUME Female, University degree, 5 year experience with USAID and GF projects; qualified in general office administration; HR management, financial administration; international project management; policy and procedures development/optimization/control; personnel management/coaching/performance, assessment. Phone: +38 050 689 1930, e mail: bt@mail@ukr.net

Sales/Adv. Manager

MINI RESUME F, 25, University degree, 2 year working experience in sales, client service oriented, organizing exhibitions. Communicative, hard working, easy to learn. Tel.: 8 067 698 1733 Svetlana

Business Strategy

MINI RESUME M, 28. 2 Master's degrees from University of California at Berkeley: Business (Marketing Strategy) and Economics. Diverse experience. Diligent, charismatic, highly analytical. Tel.: (067)445 0185, alexkapinos@yahoo.com Alexander

Best Bargain!
Advertising in the Employment section



FOTA S.A. with headquarters in Gdynia, Poland is the leading distributor of automobile and truck parts on the Polish automotive aftermarket. We have been operating for over 30 years and now employ 580 people in more than 60 local branches in Poland.

Due to the dynamic growth of the business we are currently expanding our activities in Central and Eastern Europe and looking for:

www.fota.pl

INTERNATIONAL OPERATIONS DIRECTOR for Central and Eastern Europe (reference number RC-IOD-12/2004)

with a potential and motivation to identify and develop business opportunities for our Company in CEE

This demanding role will involve:

taking overall responsibility for business, distribution network and staff development as well as Company finance on CEE level reporting on regular basis to the Management on costs, business progress and prospects
readiness to travel frequently in CEE

Expected background: University Degree, several years experience in the automotive aftermarket business on management position

Other requirements: strategic approach to business, ability to manage change, excellent proven leadership skills, success driven personality and fluency in English

COUNTRY MANAGER for Ukraine (reference number RC-CM-12/2004)

He / she will report to the International Operations Director and support him / her in successful establishment and development of the Company's operations on the domestic automotive aftermarket

Other responsibilities:

ensuring market share for the Company's products in the domestic automotive aftermarket
establishing and gradually developing the distribution network in the candidate's country
overseeing all business activities and ensuring that they are run properly and legally
recruiting, training and managing staff
working as a member of the management team in CEE
readiness to travel frequently on business inside and outside the country

Requirements:

University Degree
professional work experience in the automotive aftermarket business
very good knowledge of the domestic automotive market
experience in managing people as well as very good managerial and interpersonal skills
knowledge of tax, accounting and legal issues related to business activities on the domestic automotive market will be an advantage
fluency in English
ability to meet the sales target

We offer:

interesting work in an international and professional environment
professional development opportunities
remuneration package depending on the achieved results
all the necessary tools for a successful performance in the challenging business environment

If you are interested in the above positions, please send your application form in English (CV and cover letter indicating the reference number) to the e mail address: irecruitment@fota.pl or to postal address:

FOTA S.A. ul. Stryjska 24, 81-506 Gdynia, Poland

Contact person: Jolanta Rasmus mobile: (+48) 602 534 245
Deadline for applications is the end of January, 2005.
We will answer only to chosen offers.

Please add to your CV the data processing clause.