

## 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, Phone or E-mail**  
 Send a fax to 254-3113 or call 496-1111. e-mail: volodya@kppublications.com  
**- Mini Resume**  
 Send us a brief CV 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

We invite candidates with the qualification of

## Marketing Manager

to fill in positions with the IT consultancy and the leading Ukrainian FMCG producer. We offer attractive compensation and great opportunities for personal growth. Please send your resume to resume@recrutive.com along with a letter detailing your previous job experience.

Other positions available through Executive Recruitment: Structural Engineer, Financial Director, ERP Consultant, Sales Manager, AutoCAD Operator, JavaCard Programmer, Construction Project Manager, Marketing Manager, HR Manager, Foreign Markets PR Manager, Foreign Markets Brand Executive. Please call (044) 561 0136 for more details.




Tel.: (044) 278-7101, 278-7103, 278-7444; Fax: (044) 278-2059; info@powerpact.com.ua

**EXECUTIVE SEARCH**  
**RECRUITMENT**  
**PERSONNEL AUDIT**  
**ASSESSMENT/DEVELOPMENT CENTERS**  
**OUTSTAFFING**  
**CUSTOMIZED SALARY SURVEYS**  
**OUTPLACEMENT**

**LOGISTICS MANAGER**  
 international company, proven managerial, customer service, inventory control experience within a trading company is essential

**HEAD OF INTERNAL AUDIT DEPARTMENT**  
 metallurgical giant; relevant experience with big 4 or Audit department in international company. ACCA / CIA

**PROJECT MANAGER**  
 real estate development, experience with construction projects

**COUNTRY REPRESENTATIVE**  
 international FMCG company, managing experience in technical products sales

For all vacancies English is a must

See all 68 current vacancies at: [www.powerpact.com.ua](http://www.powerpact.com.ua)



**STAFF STANDARD**

For confidential consideration, please send your resume to STAFF STANDARD by fax 541-02-76, 541-06-56, by e-mail: stafstan@adamant.net or to Kyiv 02002, PO BOX 326. Our site [www.stafstan.com](http://www.stafstan.com)

**ATTENTION TO OUR PARTNERS AND APPLICANTS!**  
 Since May 16, 2005 our new address will be: Nikolsko-Slobodskaya Street, 2V, r. 50. Our new telephone numbers: (044) 541-02-76, 541-06-56. E-mail: stafstan@adamant.net  
**WITH HOPE FOR CONTINUAL COOPERATION!**


**ВНИМАНИЮ ПАРТНЕРОВ И СОИСКАТЕЛЕЙ!**  
 С 16 мая 2005г. наш новый адрес: ул. Никольско-Слободская 2В, к. 50. Наши новые телефоны: (044) 541-02-76, 541-06-56. E-mail: stafstan@adamant.net  
**НАДЕЕМСЯ НА ПРОДОЛЖЕНИЕ СОТРУДНИЧЕСТВА!**

**WELL-KNOWN INTERNATIONAL FMCG COMPANY IS LOOKING FOR INTERNAL AUDIT MANAGER (KIEV)**

**KEY REQUIREMENTS:**

- Higher Education (Finance, Economics, Accounting)
- Experience (2+ years) in conducting audits, development of internal procedures and guidelines, etc.
- Solid understanding of accounting principles and Ukrainian legislation
- Fluent English and excellent PC skills (MS Office; SAP - desirable)
- Communication and analytical skills, fair and unbiased attitude, mobility within Ukraine

Company offers a competitive salary and fringe benefits. Please send your resume in English to: [challenging\\_job@yahoo.com](mailto:challenging_job@yahoo.com) or (044) 201 29 40.  
**Confidentiality guaranteed!**



Royal Philips Electronics, one of the world's leading electronics companies, Europe's largest, and fast growing in Ukraine, is looking for candidates to fulfill the following vacancies:

**Key Account Manager Consumer Electronics - 2 positions (Job ID 14128).**

**The duties:**

- Build, strengthen and maintain business relationship with the assigned distribution partners
- Increase retail penetration of Philips CE products in cooperation with the distribution customers
- Initiate and carry out full range of promotions, sales actions and incentive programs

**The requirements:**

- University degree
- 3+ years sales and account management experience (electronics preferably)
- result driven
- excellent negotiation skills
- fluent English
- driving license and experience

**Implement lighting distribution, price, product management policies at the accounts**

**The requirements:**

- University degree (electrical engineering)
- 3+ years sales and project management experience
- knowledge in marketing and finance
- excellent communication and negotiation skills
- fluent English
- driving license and experience

**Project Engineer Lighting Luminaries (Job ID 25240).**

**The duties:**

- Provide technical consultancy to the installers and distributors
- Design lighting projects, according to the specifications of the projects
- Handle direct contacts with the customer, from the preliminary technical discussions to the final installation of the project
- Organize and carry out product trainings

**The requirements:**

- University degree (electrical engineering)
- Experience in lighting design and installation
- Excellent presentation and communication skills
- ability to travel
- good English

**Candidates willing to apply should use the on-line Philips Career Center - [www.careers.philips.com](http://www.careers.philips.com) or send their CV and a covering letter in English by fax indicating job ID: + 380 44 490 98 56. Applications should be sent till May 27, 2005. Only candidates from a short list will be contacted.**

**Linux company is hiring:**

**Business development professional.**

**Sales secretary.**

**North American and European expatriate corporate lawyers.**

**City planner expert in bicycles, trams, and rail.**

**Must be fluent in one EU language.**

[www.careernation.org](http://www.careernation.org)  
[hiring2004@mail.ru](mailto:hiring2004@mail.ru)  
 or call 235 64 18



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 one of the fast growing suppliers of telecommunications network solutions. We provide our service to customers in more than 40 countries and regions worldwide. We are looking for high qualified professionals to grow with us.

We offer competitive salary and opportunity to grow. All talented, energetic and creative persons are welcome!

**Our main requirements:**

**CUSTOMER MANAGER, PRODUCT MANAGER:**

- Higher education in telecommunication/IT technologies speciality
- More, then 1 year experience in telecommunication field
- Good oral and writing English or Chinese ability
- Smart, communicative, good learned, able to work under pressure, understanding of "deadline" principle, etc.
- Age: to 35 years old.

Resumes, english and russian variants, please send to:  
[zhaoshengbo@huawei.com](mailto:zhaoshengbo@huawei.com)  
[huawei@ukr.net](mailto:huawei@ukr.net)  
 Contact person - Marina

## Renaissance Capital

The leading independent investment bank operating in the Ukrainian financial market is looking for a

### MERCHANT BANKING FINANCIAL ANALYST

**MAJOR RESPONSIBILITIES:**

- Conduct industry research
- Identify high value investment opportunities
- Develop financial models of targets
- Prepare presentations and memos on potential investments

**KEY REQUIREMENTS:**

- Institute or University degree with outstanding academic achievements
- Similar positions within a private equity firm, brokerage firm, investment bank or industrial group
- Strong communication skills
- Strong analytical / quantitative skills
- Ability to work long hours under pressure
- Russian or Ukrainian native language, fluency in English
- Kiev-based
- Highly motivated
- Displays initiative and drive
- Leadership potential

If you match all the above, are eager and able to learn quickly, and seek to receive a unique experience in the most professional team in the market, e-mail your cv to [akrakovsky@rencap.com](mailto:akrakovsky@rencap.com)  
 For more information about Renaissance Capital please visit our web site [www.rencap.com](http://www.rencap.com)

## SHOP ASSISTANT, BARMAN

New and sophisticated shop will open soon for VIP customers

**REQUIREMENTS:**

- Female
- Work experience
- Effective communication and presentation skills
- Fluency in English
- Smart, attractive, enthusiastic

Please send your CV with photo to the E-Mail: [Olga\\_Lushtey@ctc.kiev.ua](mailto:Olga_Lushtey@ctc.kiev.ua) until May 25' 2005.



DELEGATION OF THE EUROPEAN COMMISSION TO UKRAINE

The Delegation of the European Commission to Ukraine, Moldova and Belarus is currently seeking to recruit for the following positions:

- Project Manager for Nuclear Safety
- Project Manager for Elections, Media and Civil Society (Temporary position)
- Secretary


For further information about these and other current vacancies at the Delegation of the European Commission to Ukraine, Moldova and Belarus, please consult the website: [www.delukr.ccc.eu.int/site/page34102.html](http://www.delukr.ccc.eu.int/site/page34102.html)

Growing International Company is looking for a

## RECEPTIONIST

- Female, aged between 22-28
- University / Institute degree in Linguistics
- PC literate (MS Office, E-mail, Internet)
- At least 1 year of experience as a Receptionist / Secretary is a plus
- Fluent English is a must
- Pleasant appearance
- Ability to work under pressure, responsible, tolerant, motivated

Send your CV and a letter of interest at:  
 Fax: +380 44 490 6021  
 E-mail: [of\\_2005@mail.ru](mailto:of_2005@mail.ru)



DHL is the world leading express and logistics services provider announces a vacancy of:

## FINANCIAL ANALYST

Working on this position you will perform monthly analysis of company performance and preparation of management reports. You will be responsible for the accuracy of all accounting transaction from Ukrainian Accounting Standards into US GAAP with all appropriate adjustments. Part of your work will involve development and implementation of policies and procedures to ensure internal control standards.

**Requirements to a candidate:**

- university degree in Finance and Accounting
- good knowledge of US GAAP and Ukrainian Accounting Standards
- strong analytical skills
- ability to work under tight deadlines
- Advanced PC skills. Experience with Windows, MS Excel, SUN Account, SAP-SEM or Oracle
- Good command of English

Please send your CV to: [cv@ctc-co.kiev.ua](mailto:cv@ctc-co.kiev.ua)

## KINDERGARTEN PRIMARY & SECONDARY School TEACHERS AND ASSISTANTS NEEDED

**QUALIFICATIONS REQUIREMENTS**

- 2+ years of work experience
- Fluent English
- Responsible, flexible, easygoing, initiative

Please send your CV on E-mail: [inform@miskiev.com](mailto:inform@miskiev.com) Or by fax: (+380)44 463-50-03

The USAID-funded "Maternal and Infant Health Project" is seeking a candidate for the position of Assistant to the Operations Manager to ensure smooth day-to-day operation of the office.

**REQUIREMENTS:**

- Prior experience of working in a similar position
- Fluent English, Ukrainian and Russian
- Attractive personality: team-worker, good interpersonal skills, ability to work under pressure
- Previous experience of working in donor-funded projects is a plus

Please send your resume to [artamonov@jst.com.ua](mailto:artamonov@jst.com.ua) or fax it to (044) 205-3162/65/66  
 Deadline to submit your application is May 23, 2005.

**Secretary/PA/office manager**

**MINI RESUME** UF,29. University degree in Economics, English (fluent), German (middle), PC skills. 6 years experience in Western and domestic companies (office-manager, PA, secretary-interpreter). Responsible, resourceful, hard-working, ability to learn fast. Seek a full time job as a secretary, PA, office-manager. Tel.: +38-044-555-1589, Irina

**Management**

**MINI RESUME** German, 29 is looking for a management position. Very good English and Russian. University degree and 4 years work experience in Marketing/Sales. Jan. Tel.: 8-097-391-7626, e-mail: [j.ziesch@web.de](mailto:j.ziesch@web.de)

**Office Manager/PA/Interpreter**

**MINI RESUME** UF, 34, Degree in Philology. Experience within leading foreign companies at the positions of PA/Interpreter, Office Manager. Responsible for daily office operations, HR, strong simultaneous interpreting skills, etc. Fluent English, spoken French, native Russian and Ukrainian. Strong managerial skills, good communication and interpersonal skills, team player, hard working and goal oriented. Tel. home +38 044 286-59-93.

**Guide/Translator**

**MINI RESUME** Lady, 23 years old, University degree, fluent English, French, Polish. 3-y years of experience. Tel.: 8-050-641-4599, 432-3185, e-mail: [p\\_olesya81@mail.ru](mailto:p_olesya81@mail.ru)

**Management/Finances**

**MINI RESUME** M 29. Experienced professional manager. University degree in economics, advanced courses. 10 years work experience. Result-oriented player, good organizing & communicative skills. Strong analytical & managerial skills, ability to multi-task. Skilled in finance. State authorities. Advanced PC user. Looking for an interesting job as a senior manager with a Western/International company. Tel.: 490-3970

**Fashion Quality Technicians**

**MINI RESUME** Technicians 10 years industry experience in Ukrainian sewing garment factories, organized, technical and production details oriented, work with European and USA companies, offer technical assistance and quality control services. E-mails: [mihado@ambra.ro](mailto:mihado@ambra.ro), [fabian-fieroiu@yahoo.com](mailto:fabian-fieroiu@yahoo.com)

**Interpreter/Translator**

**MINI RESUME** UF, highly qualified translator and interpreter, professional English, basic French, PC user, broad and versatile experience. Looking for part-time or temporary job. Tel.: 526-3078, 8-067-907-1456, e-mail: [sveta\\_t\\_kiev@list.ru](mailto:sveta_t_kiev@list.ru), Svetlana

**Assistant/Translator**

**MINI RESUME** Experience in FMCG company, international projects. Result-oriented, reliable, motivated. Fluent English, computer skills. Svetlana, tel.: 8-050-334-8269

**BRAIN SOURCE INTERNATIONAL**



**Brain Source International Ltd**  
Tel./ Fax: Kyiv 8(044) 501-0670, 8(044) 531-9884;  
Dnipropetrovs'k 8(056) 721-9345

View Full List of vacancies at:  
[www.brain-source.com](http://www.brain-source.com)  
E-mail: [info.ukraine@brain-source.com](mailto:info.ukraine@brain-source.com)

KYIV • DNIPROPETROVS'K • DONETS'K • KHARKIV • L'VIV • ODESA

*Foreign Telecommunication Company is looking for:*  
**HEAD OF DECT (CORDLESS) PHONES DEPARTMENT & HEAD OF MEDICAL TECHNIQUES DEPARTMENT**  
◆ Higher education;  
◆ 5+ experience of work in analogue large foreign companies;  
High salary level depends on exact experience or qualification.  
Please, apply with Your CV: [nsg@brain-source.com](mailto:nsg@brain-source.com)

*Leading International Banks is looking for:*  
**HEAD OF RETAIL BANKING**  
◆ Strong background in banking not less than 5 years;  
◆ Managerial experience with a foreign or a large local bank;  
◆ Experienced in developing banking products and services (cards, deposits);  
◆ Result-oriented, reliable, motivated and dedicated to client service;  
◆ Perfect communication skills.  
Please, apply with Your CV: [aa@brain-source.com](mailto:aa@brain-source.com)

*Leading Foreign Bank is looking for:*  
**FINANCIAL ANALYST**  
◆ MF, University Degree in Banking/Finance;  
◆ 3+ years' of relevant successful experience;  
Please, apply with Your CV: [ov@brain-source.com](mailto:ov@brain-source.com)

*Leading Telecommunication Company is looking for:*  
**GR & PR SPECIALISTS IN KIEV**  
◆ Higher education;  
◆ Relevant work experience 2+;  
◆ Special trainings passed.  
Please, apply with Your CV: [fs@brain-source.com](mailto:fs@brain-source.com)

*Big International Trading Company is looking for:*  
**BUSINESS ANALYST**  
◆ Integrated analysis and forecasting;  
◆ Strategy development. KPI system implementing;  
◆ Relevant experience in big industrial or consulting company.  
Please, apply with Your CV: [kr@brain-source.com](mailto:kr@brain-source.com)

*For all vacancies English is a must!*

*Big International Company is looking for:*  
**CONSUMER SERVICES SPECIALIST**  
◆ Higher education in sociology, psychology, marketing or economy;  
◆ At least 2 years experience on a similar position in FMCG and telecommunication company;  
◆ Good numeric thinking; marketing understanding.  
Please, apply with Your CV: [ns@brain-source.com](mailto:ns@brain-source.com)

*Leading Telecommunication Company is looking for:*  
**ORGANIZATIONAL DEVELOPMENT MANAGER**  
◆ University degree in philology or economy;  
◆ 2+ years' of relevant successful experience;  
◆ Strong organizational and creative skills.  
Please, apply with Your CV: [ov@brain-source.com](mailto:ov@brain-source.com)

*International Consulting Company is looking for:*  
**ACCOUNT MANAGER**  
◆ Excellent Experience in Client Service;  
◆ Strong communication, analytical skills;  
◆ Negotiation and presentation skills;  
◆ Client oriented approach;  
◆ Ability to make decisions quickly;  
◆ Presentable appearance.  
The company offers competitive salary, opportunities for career growth and work in friendly environment.  
Please, apply with Your CV: [ask@brain-source.com](mailto:ask@brain-source.com)

*Leading European Company is looking for:*  
**BUSINESS DEVELOPMENT MANAGER**  
◆ Higher education in Agriculture; internship abroad is desirable;  
◆ Competence in the market of agricultural chemicals;  
◆ Relevant experience at least 2 years.  
Please, apply with Your CV: [nsg@brain-source.com](mailto:nsg@brain-source.com)

*Leading Telecommunication Company is looking for:*  
**PROJECT ADMINISTRATOR**  
◆ University degree in Business, Finance, IT;  
◆ 2+ years' of relevant experience;  
◆ Professional trainings in project management.  
Please, apply with Your CV: [es@brain-source.com](mailto:es@brain-source.com)

*Multinational Company is looking for:*  
**TRANSPORT MANAGER**  
◆ Higher education on economy, engineering or related;  
◆ Experience with transport management at least 2 years.  
Please, apply with Your CV: [om@brain-source.com](mailto:om@brain-source.com)

*The Multinational Company is looking for:*  
**MARKETING&SALES MANAGER**  
◆ Higher education;  
◆ Experience in marketing analysis;  
◆ Knowledge of registration procedures.  
Please, apply with Your CV: [am@brain-source.com](mailto:am@brain-source.com)

*Leading multinational FMCG Company is looking for:*  
**DEMAND PLANNING SUPERVISOR**  
◆ Higher education,  
◆ Experience in demand planning or general planning 2 years;  
◆ Experience in purchases and losses monitoring;  
◆ Communication skills.  
Please, apply with Your CV: [lr@brain-source.com](mailto:lr@brain-source.com)

*Leading Telecommunication Company is looking for:*  
**PROJECT MANAGER**  
◆ University degree in Business, Finance (MBA preferred);  
◆ 3+ years' of relevant successful experience;  
◆ Perfect analytical skills;  
◆ Perfect management skills.  
Please, apply with Your CV: [es@brain-source.com](mailto:es@brain-source.com)

*World-Famous American Automotive Company is looking for:*  
**DISTRICT SALES MANAGER (UKRAINE)**  
◆ Male 28-35;  
◆ University degree in Engineering is a must!  
◆ 3+ years' sales experience with industrial market (automotive market preferred);  
◆ Excellent managerial skills;  
◆ Perfect communicative skills.  
Please, apply with Your CV: [es@brain-source.com](mailto:es@brain-source.com)

*World-known Spirits Producer and Distributor is looking for:*  
**DISTRIBUTION MANAGER FOR UKRAINE AND KAZAKHSTAN**  
◆ Experience in sales and distribution in FMCG for 2 years;  
◆ Self-organized person,  
◆ Mobile, reliable person;  
◆ Higher education;  
◆ Communication skills.  
Please, apply with Your CV: [lr@brain-source.com](mailto:lr@brain-source.com)

*For all vacancies English is a must!*

Leading multinational marketing company with HQ in Kiev is looking for

## SENIOR KEY ACCOUNT MANAGER

**READY TO ROCK THE PLACE ?**

**YOU WILL :**

- Present and promote the brand in clubs and bars
- Establish close relations with clients
- Arrange special promo-actions and events
- Manage a team of Key Account managers throughout Ukraine

**IF YOU ARE :**

- Energetic HoReCa goer
- Creative and outrageous
- Have experience in sales
- Speak English well and can run 100 meters in 10-11 sec :)

Then please email your CV to: [kr@brain-source.com](mailto:kr@brain-source.com)  
This job you will enjoy!

Мы также ищем Key Account Managers в Днепропетровске, Одессе и Львове

## Business Organizer

### EXHIBITIONS

DATE	EXHIBITION	DESCRIPTION	VENUE	PHONE / FAX / E-MAIL / WEB	ORGANIZER
May 19-22	KYIV PHOTOFAIR	III International Exhibition of photoequipment, photomaterials and digital technologies	IEC (International Exhibition Center) 15 Brovarsky Pros.	Tel. (044) 451-4160 Fax (044) 451-4161 <a href="mailto:PTarasov@pe.com.ua">PTarasov@pe.com.ua</a> <a href="http://www.pe.com.ua">www.pe.com.ua</a>	Premier Expo

### HOW TO PLACE A BUSINESS ORGANIZER 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 Ruslan Volosevych

**BY FAX OR EMAIL**  
Send a fax including number of boxes, number of issues and form of payment to 254-3113, call 496-1111 or send email: [volosevych@kppublications.com](mailto:volosevych@kppublications.com)

**DEADLINE**  
The deadline for Thursday's Business Organizer advertisements in the Post is Monday at 6 p.m.

**PAYMENT**  
Pre-payment is required in all cases.

**EPOCH**  
**Epoch of International Education**  
**Kyiv Post choice**  
as best Russian/Ukrainian language school for foreigners in its 2003 & 2004 Best of Kyiv issue

- Russian and Ukrainian for foreigners
- Foreign language training
- Translation services
- 8-16-hour business English programmes
- Preparation for TOEFL, FCE, CAE, IELTS, GMAT
- Cinema Club: 1st and 3rd Saturdays of the month
- English Conversation Club: last Friday of the month

17b L.Tolstogo St. Tel. 284 34 59  
11 Mechnikova St. Tel. 254-52-95  
[epoch@i.com.ua](mailto:epoch@i.com.ua), [www.epoch.kiev.ua](http://www.epoch.kiev.ua)

**ENGLISH LANGUAGE CENTER ELC**  
**ELC: break the language barrier**

**ENGLISH LANGUAGE CENTER**

- Russian and Ukrainian for foreigners
- General and Business English with native speakers
- Preparation for TOEFL
- Corporate language training
- Professional distance English language course

Three locations in Kiev

ELC Ltd.  
2 Tumaniana str. Office 103.  
Tel.: 517-68-46, 461-41-70  
web-site: [www.elckiev.org](http://www.elckiev.org)  
wap-site: [wap.elckiev.org](http://wap.elckiev.org)  
e-mail: [study@elckiev.org](mailto:study@elckiev.org)

**ABC**  
*Ten years of outstanding customer service*  
**Teaching and Training (30 languages)**

- Free of charge testing and trial lesson
- Morning/day/evening groups; private lessons
- 6-level courses: general & intensive
- Business language training: meetings, negotiations, telephoning, job interview, writing...
- Russian/Ukrainian General and Business training for foreigners: 10 years of experience
- TOEFL, FCE, CAE, CPE, IELTS, NCLEX-RN preparation classes
- Speaking clubs (practice with foreigners)
- Children's groups (any age starting from 2.5)

**NEW !!! Boost of German and French sectors: German and French for children**

For more information please call:  
**239-1091 239-1092 239-1021** [www.abccenter.kiev.ua](http://www.abccenter.kiev.ua)  
[info@abccenter.kiev.ua](mailto:info@abccenter.kiev.ua)