

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

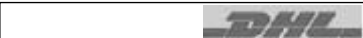
The deadline for Thursday Employment ads in the Post is one week before publication.

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



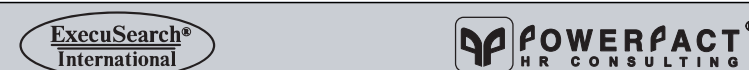
Компания DHL - лидер рынка логистических решений, международной экспресс-доставки грузов и документов объявляет конкурс на замещение вакансии:

МЕНЕДЖЕР ПО РАБОТЕ С КЛЮЧЕВЫМИ КЛИЕНТАМИ (KEY ACCOUNT MANAGER)

Требования к кандидатам:

- От 4-х лет опыта работы в продажах товаров и услуг в автомобильном секторе или в индустрии компьютерного и электронного оборудования
- Опыт работы с дистрибуторами
- Высшее образование
- Свободное владение английским языком
- Опыт управления автомобилем не менее 5 лет, наличие собственного автомобиля желательное

Присылайте автобиографию по адресу: uahr@dhl.com или по факсу: 258-17-66



Tel.: (044) 228-7103, 228-7444; Fax 228-2059 (24 hours); E-mail: info@powerfact.com.ua

- ◆ Sales Director (experience in sales/marketing, leadership abilities)
- ◆ Purchasing Manager (industrial equipment and materials)
- ◆ Marketing Director (FMCG group, branding, marketing strategy)
- ◆ Operational Director (FMCG, logistics, import-export operations)
- ◆ HR Manager (experience with international company, additional professional trainings)
- ◆ Marketing Manager (Audio/video, leading international company)
- ◆ Regulatory Coordinator (pharmaceutical business; registration activities)

RECRUITMENT
PERSONNEL AUDIT
ASSESSMENT/
DEVELOPMENT
CENTERS
OUTSTAFFING
STAFF LEASING
OUTPLACEMENT

For all vacancies English is a must

Hot vacancies at: www.powerfact.com.ua



**WE SEARCH – YOU WIN.
WE ARE SEARCHING FOR:**

Sales Development Manager (code VE 2074)

World-leading multinational company, successfully operating in Ukrainian FMCG market

University degree, minimum 3 years experience in analyzing and forecasting sales within a multinational company, advanced PC-tools user, team-player.

Head of Manufacturing (code VE 2032)

A world-leading manufacturing company (consumer goods), with a plant in Western Ukraine

University degree, 3+ years experience of managing the manufacturing process at a large production company (above 100 people in multilevel structures), experience of forming effective production, quality control and raw materials purchasing systems, good English or German. The company offers excellent professional opportunities, competitive salary and compensation package.

Chief Accountant (code EG 2027)

Famous foreign company, one of the largest worldwide manufacturers of industrial and consumer equipment; it presents in over 150 countries

Higher finance / economic education, 2+ years of professional experience as Chief Accountant within foreign company, good knowledge of foreign trade activity (import) accounting, Ukrainian Tax Legislation, good experience in GAAP/IAS reporting, fluent English.

Sales Engineer (code VE 2077)

Famous foreign company, one of the leaders in manufacturing sphere

Higher electrotechnical education, minimum 2 years experience in industrial sales within a multinational company, ready for business trips.

Our customers offer interesting work and competitive salary.

RECRUITING AGENCY PERSONNEL

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

INFORMATION OFFICER WANTED

Leading International NGO

is seeking a full-time

Information Officer

for its Kyiv office

Qualifications necessary:

- Experience working in public relations, advertising or journalism;
- Knowledge of the Mass Media in Ukraine and Poland;
- Ability to create effective PR materials, reports, and maintain documentation;
- Strong analytical, communication, and presentation skills.

Languages required:

- English, Ukrainian, and Polish.

Other requirements:

- Able to travel domestically and internationally as needed;
- Computer knowledge (MS Word, MS Excel, MS Access, Internet, Web-site Mgt).

Responsibilities include:

- Working closely with the mass media and NGOs to promote the organization's activities;
- Make public presentations on behalf of the organization;
- Prepare, maintain, and distribute informational materials about the organization's activities;
- Maintain contact lists, data base and web-site.

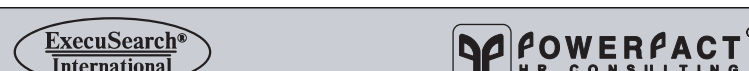
If interested, please e-mail your cover letter, CV and the names of three references in English to

InformationOfficer@pauci.kiev.ua

by March 24th, 2004

No telephone calls please.

Equal Opportunity Employer



Tel.: (044) 228-7103, 228-7444; Fax 228-2059 (24 hours); E-mail: info@powerfact.com.ua

Our client, the well-known international company that expands its operations, is looking for:

◆ Regional Sales Manager (Odessa region)

A successful candidate will have: 2+year experience in sales (automobile industry, financial services or insurance), excellent presentation and communication skills, persuasiveness, PC literacy, driver license; knowledge of English is preferable

◆ Loan Administration Manager (Kiev)

A successful candidate will have: 2+year experience in banking, loan administration or risk management, economics/finance background, knowledge of IAS, ability to work under pressure, accuracy; fluent English both written and spoken

Please, send your Resume to

an@powerfact.com.ua or fax (044) 228 2059,

and call (044) 228 7101; 228 7103

Hot vacancies at: www.powerfact.com.ua

Herrenknecht AG is the only company worldwide, that develops, manufactures and sells the entire range of tunnelling machines. As the market leading company for tunnelling machines we can offer you a great perspective. As technological leader in this branch we seek employees who support us to transform visions into future technology and implement them on the market.

In order to enhance our new team we request:

Accountant (m/f)

Your field of responsibility:

- Development of the end-of-month account, the quarterly statement and the annual accounts
- Settlement of accounts

Requirements:

- Very good knowledge of accounting standards in the Ukraine
- Several years of international professional experience in this division
- Very good English skills
- Preferably German language skills
- If possible knowledge of accounting according to the code of commercial law and IAS / IFRS / GAAP
- Capability of solving solutions for complex tasks independently and energetically

The collaboration with international partners and customers requires diplomatic skill and good knowledge of the English language. Knowledge of further foreign languages is of advantage.

In case of questions please do not hesitate to contact our personnel department on +49 (7824) 302 725.

Please send your written application to the following address:

Herrenknecht AG
Tunnelling systems
Personalburo / Accountant Ukraine
Schlehenweg 2
77963 Schwanau



BRITISH OPPORTUNITY

International Financial Services Co. with UK roots

requires an

English part-time agent to service existing clients.

Full training given. Good potential income.

Apply to:

www.carrigan-int.com/careerpt

Western consulting company announces an opening for positions of

MARKETING MANAGER

responsible for development, implementation and application of the marketing strategy

QUALIFICATION'S SUMMARY:

- Extensive knowledge and experience of media and marketing business
- Experience in Marketing
- Excellent communication and presentation skills
- Excellent written and oral English
- Project management

IT-СПЕЦІАЛІСТ

ВИМОГИ ДО КАНДИДАТІВ:

- Відмінні знання MS SQL Server 7.0 (Transact SQL), досвід адміністрування та розробки
- VB
- VBA для Word, Excel, Access
- Crystal Reports
- Вміння працювати з користувачами за телефоном
- Готовність до відряджень

Резюме просимо надсилати в форматі RTF (інші формати розглядатися не будуть) з позначкою посади та свого прізвища до **31 березня 2004 року**
E-mail: vakancy@umlp.com.ua

Das Unternehmen sucht die deutschsprachigen Fachleute:

Stelle	Mindestanforderungen
Dolmetscher	Fremdsprachenkenntnisse - perfektes Deutsch und Englisch, PC-Kenntnisse, Erfahrung in mündlichen und schriftlichen Übersetzungen, Hochschulabschluss

Wenn Sie an dieser Position interessiert sind, senden Sie bitte Ihre Bewerbungsunterlagen (Lebenslauf, Zeugniskopien)

an die Faxnummer: 8 044 490 24 99

oder via E-Mail: billa@ua.billa.co.at

Human Resources Manager

JSC Rubezhnoye Board & Packaging Group is a leading Ukrainian packaging company with over 1500 staff based in three locations in Ukraine. For our headquarters in Rubezhnoye town, Lugansk region, we are seeking to recruit a HUMAN RESOURCES MANAGER for immediate employment.

Main responsibilities include: Design a strategic human resources plan; Develop and implement a competency-based management system for our middle-management and specialist staff; Define and implement a performance management system; Define other human resource needs and design adequate development programmes; Support larger strategic tasks such as transformation of corporate culture and organisational development.

Requirements & qualifications: Relevant educational qualification in business management or human resources; Russian and English language ability; At least 5 years hand-on experience in designing and implementing HR programmes in Ukraine; Ability to lead change through planning, team building, cooperation, communications, persuasion and interaction.

This position requires relocation to Rubezhnoye. The deadline for applications is **20 March 2004**. Short-listed candidates will be invited to participate in a competitive assessment process in April in Kyiv. Interested candidates are invited to submit their Curriculum Vitae and a short motivation letter in English and Russian by email only to our consultants:

NAVIGATOR Consulting Group
Attn. Maria Arkhangelskaya
maria_arkhangelskaya@navigator.rel.com



Personnel for Your success

Chief accountant (American Company)

University degree, 3+ years work experience as a chief accountant or deputy chief accountant in a foreign company, knowledge of currency operations, PC skills (1C Enterprise), fluent English, woman, age - up to 38 years old.

E-mail your CV (code Cha- 565)

HR Manager (International Production Company)

University degree, work experience in HR department in foreign company, managerial experience, knowledge of full range of HR Management tools, fluent English, age 25-40.

E-mail your CV (code HR- 322)

Business Development Manager (International Company)

University degree, work experience in executive position in a foreign company, experience in strategic planning, knowledge of sales and marketing, fluent English, Age - up to 40.

E-mail your CV (code BDM- 659)

228 18 28

496 08 53

e-mail: office@bmr.com.ua

www.business-master.net

