

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

Foreign investment group is looking for a **financial controller (accountant)**

### Major Requirements:

- 25 - 40 years old
- University degree
- 5+ years of professional experience as a Chief Accountant or Auditor
- Knowledge of 1C
- Good command of financial and tax law
- Knowledge of English
- Auditor license (will be helpful)

Please send your CV to:  
fax (044) 253-92-98  
or e-mail [marisha@bci.com.ua](mailto:marisha@bci.com.ua)

ExecuSearch®  
International

POWERFACT®  
HR CONSULTING

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

- ◆ **General Manager** (pharmaceutical business, medical education)
- ◆ **Sales Director** (experience in sales/marketing, leadership abilities)
- ◆ **Purchasing Manager** (industrial equipment and materials)
- ◆ **Head of Law Department** (Corporate and Business Law)
- ◆ **GSM/Telecom Sales Manager** (international IT company, experience in mobile telecom industry)
- ◆ **Sales Consultant** (industrial equipment, direct sales experience is a must)
- ◆ **Finance Manager** (experience with IAS, financial analysis)
- ◆ **Electrical Engineer** (western company, electro technical equipment)

For all vacancies English is a must

Hot vacancies at: [www.powerfact.com.ua](http://www.powerfact.com.ua)

RECRUITMENT  
PERSONNEL AUDIT  
ASSESSMENT/  
DEVELOPMENT  
CENTERS  
OUTSTAFFING  
STAFF LEASING  
OUTPLACEMENT

## Das Unternehmen sucht:

Stelle	Mindestanforderungen
Assistentin der Einkaufsabteilung	gutes Deutsch, MS Office, Alter bis 30 Jahre, Motiviert, engagiert, verantwortungsvoll

Wir bieten Ihnen eine entsprechende Ausbildung und Entwicklungsmöglichkeiten.

Wenn Sie an dieser Position interessiert sind und über gute Deutschkenntnisse verfügen, senden Sie bitte Ihre Bewerbungsunterlagen (Lebenslauf, Zeugniskopien)

an die Faxnummer: 8 044 490 24 99  
oder via E-Mail: [billa@ua.billa.co.at](mailto:billa@ua.billa.co.at)

Kiev Representative Office of Foreign Company is looking for

### SALES MANAGER

#### Requirements:

- Age 28-40 y.o.
- Technical or Economic University degree
- 3+ of work experience in the field of packaging equipment for chemical industry, excellent knowledge of the market and producers.
- PC literate (MS-Office, Act, Internet)
- Driving license of "B" category
- Fluent English is a must
- Easy-going, well self-organized, enthusiastic person.

#### We offer:

- Competitive salary.
- Excellent work conditions.
- Friendly and reliable team.

## DFID Department for International Development

JOB TITLE: DFID - Programme Support Officer  
VACANCY NUMBER: DFID/04/001



British Embassy, Kyiv

DFID is currently looking to recruit a Programme Support Officer to assist in the administration and implementation of the DFID programme in Ukraine. The Programme Support Officer will be expected to carry out a range of tasks including assisting with project management administration, distributing publicity materials for projects and other general administrative support (booking meeting rooms, arranging travel, managing DFID transport, visas and registry duties).

#### FURTHER INFORMATION:

A full job description and an application form is available on the British Embassy website at <http://www.britemb-ukraine.net/Vacancies/>

Further information about DFID is available on our website at <http://www.dfid.gov.uk>

## PROJECT MANAGER / TEAM LEADER

for a Software Development Company

#### Requirements:

- ◆ 2-3 years of real experience as a Project Manager
- ◆ People skills: ability to lead and motivate teams of 5-7 people and communicate with clients
- ◆ Brilliant document writing capabilities: ability to author specifications; proficiency in UML and MS Project
- ◆ Language skills: Very good English, Ukrainian, Russian, (will communicated directly with international clients)
- ◆ This is a full time job & may require travel

We consider this a key position in our company, and a great opportunity; as such, an attractive offer will be made to the right person. Send CV and salary requirements to [jobs@firejuice.com](mailto:jobs@firejuice.com)

# HEAD OF BILLING DEPARTMENT

## Challenging Opportunity for Information Technology Professionals

Our Client is one of the leading telecommunication companies which offers a wide range of Hi-Tech and Hi-Quality services. The Company operates in Ukraine for almost 10 years and has a well-recognized brand-name on the market.

At the moment there is an opening for a Head of Billing Department. The person will report to the Information Technology Director and will be responsible for development, support and maintenance of billing processes in order to ensure correct and timely billing of customers. Main responsibilities would include:

- Organization and management of the work within the department.
- Establishing effective communications with billing system customers, suppliers, and sub-contractors.
- Building, upgrading and maintenance of the billing system. Problem solving.
- Optimization of the business processes in the company within the given scope of responsibilities.

In order to succeed in this role you would need to have:

- An Information Technologies background, while additional Economics or Management education will be an advantage.
- At least 3 years management experience in Information Technologies, experience in information systems implementation and maintenance are required.
- The person needs to have experience in Project Management, be aware of modern advanced information and telecommunication technologies.

On a personal level you need to have:

- Excellent leadership and problem solving skills.
- Experience in strategic analysis.
- Excellent interpersonal and project management skills, and ability to oversee things upfront.
- Fluent English is required.

If you are interested, please send your full Curriculum Vitae (Resume) in English, to Hudson Global Resources Ukraine at: [hbd@hudson.com.ua](mailto:hbd@hudson.com.ua) or fax: +380 (44) 490 2919 quoting a reference code HBD.

More detailed information about the company, position and requirements is available at: [www.hudson.com.ua](http://www.hudson.com.ua)

Hudson

HUDSON GLOBAL RESOURCES  
[www.hudson.com.ua](http://www.hudson.com.ua)

IT/Telecom

GRUNDFOS, a world leader in pump production seeks the candidates to fill the position of **Logistic order processing specialist** in a new office in Kyiv

#### We expect from you:

University degree; Fluent Ukrainian, Russian, English; min 2 years experience in logistics; Experienced PC user (Word 2000/XP, Excel 2000/XP); Experience with SAP, Scala, Lotus Notes would be an advantage; Highly motivated, well organized, accurate and responsible person, able to work under the pressure

#### Your main duties will be:

Purchase order handling; inbound/outbound shipments supervision; handling documents for customs clearance procedures; maintaining and support of the material database in Scala system

#### We offer you:

comprehensive salary + opportunity for the professional growth within young dynamic team.

Please, send your CV (resume) and cover letter to the following e-mail addresses:

[ochernysh@grundfos.com](mailto:ochernysh@grundfos.com) and [olgach1972@mail.ru](mailto:olgach1972@mail.ru).

If any questions arise, please, call +067 445 01 80

## CROSS CLAL INSURANCE CO.LTD

Our client who is a Western finance institution is seeking employees who are highly motivated and ambitious.

### FINANCIAL MANAGER BOOK KEEPERS

#### Requirements skills & candidates profile:

- ✓ Preferable background: academic degree in accounting or in economy.
- ✓ management skills and experience.
- ✓ computer surrounding - office (Excel, Word), Outlook.
- ✓ Fluent in English.
- ✓ Age: 30-45.

#### We can offer you:

- ◆ Position in a Western finance institution who open branches in the developing market of Ukraine.
- ◆ Organized studies of the insurance and finance business under the responsibility of the company.
- ◆ You are guaranteed a basic salary + commissions.
- ◆ We can offer to the best ones vehicle + bonuses and an advanced studies abroad.

### SALES MANAGER MARKETING MANAGER

#### Requirements & skills:

- ✓ Studies in economy and/or medicine.
- ✓ Fluent in English.
- ✓ Background in sales would be an advantage.
- ✓ Age: 25-35.

Please forward CV to fax no. (044)294-9825, e-mail: [uri@aryeh-ins.co.il](mailto:uri@aryeh-ins.co.il) Tel.: (044) 459-4252

Мы - одна из немногих компаний в СНГ с большим опытом успешной работы по системному развитию бизнеса и высшего менеджмента Компаний (включая и зарубежных руководителей).

Мы поддерживаем и осуществляем реализацию наиболее сложных целей развития бизнеса наших партнеров - на уровне владельцев/систем владения бизнесом, топ-менеджеров, их взаимодействия с Советами Владельцев, сложных процессов/функций в компаниях, процессов изменений, индивидуального развития высшего менеджмента и др.

Рынок требует - и сейчас, и в будущем - расширения нашего бизнеса.

Если Вам интересно работать в очень сложных проектах, поддерживая талантливых и ответственных лидеров Компаний, если Вы интеллигентны, целенаправлены, честолюбивы, надежны и уже опытни в руководстве-менеджменте-маркетинге, чтобы развивать и поддерживать таких людей - мы будем рады видеть Вас в своих рядах.

#### Дополнительные требования к кандидатам:

высшее образование, опыт успешной работы в бизнесе, желание и умение вести людей, владение английским языком и компьютером, намерение интенсивно работать в команде профессионалов. И, конечно, желание постоянно учиться самому (со старта - интенсивный "тренинг-и-консалтинг-для-тренеров") и развивать других.

Информацию о себе и своих намерениях Вы можете сообщить по электронной почте:

[A\\_Gulyayev@tcb.com.ua](mailto:A_Gulyayev@tcb.com.ua)

## BRAIN SOURCE INTERNATIONAL

A leading western pharmaceutical company is hiring:

### MARKETING MANAGER

to lead a number of product lines.

Requirements:

- ◆ Age 30 - 40;
- ◆ 5+y at managerial level with western company;
- ◆ Strong leadership skills;
- ◆ Fluent English;

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

A leading western service and FMCG company is hiring:

### NATIONAL SALES MANAGER

to develop franchising business in the regions as well as in central Ukraine.

Requirements:

- ◆ Wide network of contacts amongst regional FMCG and/or Services businesses;
- ◆ understanding of franchising and financial leasing schemes;
- ◆ strong selling and presentation skills

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

### HR DIRECTOR

Requirements:

- ◆ 2 years experience on relevant position in big banking, finance or production companies is a must;
- ◆ strong managerial and interpersonal skills;
- ◆ fluent English is a plus

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

### ACCOUNTANT

Requirements:

- ◆ not less than 3 years of accounting experience in western companies;
- ◆ fluent English;
- ◆ working knowledge of SAP/3P

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

## NEWLY OPENED REPRESENTATIVE OFFICE OF WESTERN COMPANY WITH STRONG INTERNATIONAL REPUTATION

IS SEEKING FOR AMBITIOUS, CARRIER-ORIENTED AND SELF-MOTIVATED PEOPLE ON THE FOLLOWING POSITIONS:

- DIRECTOR OF BUSINESS DEVELOPMENT
- EDUCATION DEVELOPMENT MANAGER
- BRAND MANAGER
- LOGISTICS MANAGER
- INSENTIVE SYSTEM MANAGER

APPLICATIONS SHOULD BE SUBMITTED IN ENGLISH BY E-MAIL: [HR@MBH.COM.UA](mailto:HR@MBH.COM.UA) AND INCLUDE A COVERING LETTER AND CURRICULUM VITAE

## ALICO AIG Life

CJSC American Life Insurance Company AIG Life  
One of the largest foreign Life Insurance Companies in Ukraine  
A Member Company of American International Group, Inc. (AIG) is

Currently seeking for qualified applicants for the following positions in Kyiv and Kyiv region:

### REGIONAL SALES MANAGER

(AGENCY EXECUTIVE)

Responsibility:

> Management and development of selling network

We require:

- > Experience in sales management
- > Competitiveness and flexibility
- > High capacity to work and responsibility
- > Excellent communication skills
- > Fluent English

### LOCAL SALES MANAGER

(DSF MANAGER)

We require:

- > Dynamic personality with efficient skills in team building
- > High capacity to work and responsibility
- > Result-oriented

We offer:

- > Outstanding and stable financial income
- > Work in a dynamic team
- > Interesting job in an international company
- > Long-term career and professional development
- > The best training models

In case you are interested in the offer you may send your resume or apply for more information to:

ALICO AIG Life  
Agency dept, Code: Agency  
Gonchara 84, Kiev  
Tel: + 38 044 494 13 43/4  
Fax: + 38 044 494 13 45  
E-mail: [career@ALICO.ua](mailto:career@ALICO.ua)

Latvian national airline AIR BALTIC CORPORATION, based in Riga, is a joint stock company founded in 1995. The main shareholders are the Latvian government - 52.6% and Scandinavian Airlines - 47.2%.

### Air Baltic announces vacancy of SALES/TICKETING AGENT

Our basic requirements are:

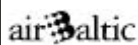
- Aged under 30
- Fluent English
- Work experience in airline/travel industry
- PC literacy
- Excellent communication skills
- Ability to work under pressure

We offer:

- Interesting job in growing international company
- Competitive remuneration package

To join our exciting and fast growing company, please send your CV and motivation letter by April 30, 2004

Air Baltic Corporation  
01030, Bogdana Khmel'nitskogo, 52  
Kiev, Ukraine  
fax: +380 44 238 62 71  
e-mail: [vvp@airbaltic.com.ua](mailto:vvp@airbaltic.com.ua)



### Ukrainian Law Company announces an opening for the position of

#### SECRETARY

responsible for proof-reading of English documents

#### Qualification's summary

- English native speaker
- Excellent written English, degree in Philology is an advantage
- Experience in Juridical sphere is an advantage
- Part-time

Please send your CV to [email.resume@gp.ua](mailto:email.resume@gp.ua)



Fast moving industrial and construction concern, jointed several construction enterprises at the territory of Ukraine and CIS countries with the staff of more than 15000 people is looking for a position of

### GENERAL DIRECTOR

The candidate should be:

- Experienced in management in the large companies in the conditions of restructuring, business process optimization not less than 5 years
- Energetic, with the excellent skills to take a decision, system approach.
- High economical and technical education, MBA desirable, fluent English.

Excellent remuneration package

Please send your CV marked "General Director" to e-mail: [hr@ukrbud.com](mailto:hr@ukrbud.com), fax: (044) 296 18 45

### Driver

MINI RESUME Meeting, seeing-off, excursions. Basic English. High quality service offered, using a Lexus luxury car, exclusively represented in Ukraine, with leather interior and in excellent condition.  
Tel.: 8-067-500-3223, 550-2997

### Translator/Marketing Assistant/PA

MINI RESUME Lady, 23. University degree in Translation. Fluent English, good German. 3-year work experience. Currently getting degree in Marketing. Good skills in graphic- & web-design. Looking for an entry-level position of Marketing Assistant. Diligent, creative. Mob. 8-067-796-6599.  
Mail: [katik3@yahoo.com](mailto:katik3@yahoo.com) Ekaterina

Consumer goods company is looking for

### SALES MANAGERS

Requirements:

- Minimum 3 yrs experience in the company on the concrete brand
- Excellent presentation and organizational skills
- Good command of English

We offer:

- Excellent career opportunity
- Competent compensation package
- Friendly environment

Please send your resumes to:  
[salesdept@bigmir.net](mailto:salesdept@bigmir.net)

### Marketing / PR top-strategy

MINI RESUME M., 25 y.o. The purposeful and advanced expert. Excellent business qualities. Is able to communicate at all levels of management. Executive and decent. Has a large operational experience and managements in the international companies (AeroSvit, UTA, President, Group4). The resume by inquiry: [pr@123pr.kiev.ua](mailto:pr@123pr.kiev.ua)

### Top or middle management

MINI RESUME Experienced, target oriented attractive leader searching for senior management position. My experience includes 10 years with western companies in Kyiv and 2 years in the USA. Excellent English and native RU/UA speaker. Phone: +380-050-554-8403, Email: [gm4ua@yahoo.com](mailto:gm4ua@yahoo.com)

### 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: 452-0502, e-mail: [irinakm@fromru.com](mailto:irinakm@fromru.com)

### Marketing/PR-strategy

MINI RESUME Male, 25 year old. The purposeful and advanced expert. Excellent business qualities. Is able to communicate at all levels of management. Executive and decent. Has a large operational experience and managements in the international companies an the way Marketing/PR top-strategy (AeroSvit, UTA, President, Group4). The resume by inquiry: [pr@123pr.kiev.ua](mailto:pr@123pr.kiev.ua). Resume by web: [www.123pr.kiev.ua](http://www.123pr.kiev.ua)

### Business/Management/Finance

MINI RESUME Male, 29, 2 University degrees in Economic and Public Administration. Experienced in business, banking, finance. Excellent knowledge of banking. Responsible, strong communication and organizational skills, ability to learn fast. Driving license, car owner.  
Call Andriy (050) 681-6208, e-mail: [kwinta@bigmir.net](mailto:kwinta@bigmir.net)

### Banking/Finance

MINI RESUME UM 25, is looking for a challenging job with a Western company. 1,5+ years working experience with a major bank (deputy director of a branch), University degree in economics, fluent English, Ukrainian, Russian. Strong PC skills, driver's license. Please contact Oleh: 552-5655 (h), 8-050-546-2108 (m), [oleg\\_mail@ukr.net](mailto:oleg_mail@ukr.net)

### Business/Marketing

MINI RESUME M, 24, 3 University degrees (2- in International Economics, 1- in Linguistics, (including the international educational program)), fluent English, Intermediate German, native Ukrainian, Russian. 3+ years work experience in international/Marketing and Foreign Relations. Intelligent, trustworthy, reliable. Full CV upon request. Call Vitaliy: 8-050-219-7087, e-mail: [universtrading@yandex.ru](mailto:universtrading@yandex.ru)

### Interpreter

MINI RESUME Male, 31. Ukrainian, Russian - native, fluent English; extensive work experience with Western companies; excellent knowledge of banking, legal, construction terminology etc, Sergei, tel. 245-4906

### Risk management

MINI RESUME Ambitious, hardworking, success-oriented man, 27, with 6,5 year experience in the financial sector (insurance), 0,5 year secondment in British life assurance company seeks a job in the field of insurance or risk management (preferably in the foreign company). Home tel. (044)463-2976, mob. 8(067)232-3073 Dmitry

### Business Management

MINI RESUME UM, 32, experienced in solid background, currently Deputy Director of a FMCG firm well known in the CIS with its brands, is looking for position of executive director to advance his carrier.  
For detailed resume please write to [executivedirector@bigmir.net](mailto:executivedirector@bigmir.net)

### Translator/Interpreter/PA

MINI RESUME Lady, 26. University degree in Translation. Excellent oral/written English, communicative German, native Ukrainian, Russian. PC literate, 4 years work experience with foreign and Ukrainian companies. Responsible, intelligent, reliable. Call Marina 543-1398, mobile 8-050-740-5937, e-mail: [mary250@yandex.ru](mailto:mary250@yandex.ru)

### Finance/Management

MINI RESUME Male, 37, University degree in Economics and Auditing. Fluent English (Cambridge certificate FCE). PC experienced user. More than 10 years experience as Financial manager, Chief Accountant, Auditor. Please contact Leonid : 8-050-332-2011 or [chimlab@i.com.ua](mailto:chimlab@i.com.ua)

## KP PUBLICATIONS

is looking for

### SALES MANAGER

Requirements:

- Experience of advertising sales in press
- Excellent interpersonal and communication skills
- Good English

Send your resume, Subject: KPSD:  
to [job@kppublications.com](mailto:job@kppublications.com)