

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

Non-commercial international organisation is looking for personnel for its office:

- PA/Interpreter for Head of Office;
- Receptionist;
- Assistant to Political Analyst;
- Assistants to international staff (5 positions);
- Interpreters.

Professional experience and English are obligatory for all positions.

Competitive salary offered.

Employment period:
September - December 2004;

Pls. submit your CV to:
valshirokov@yahoo.co.uk
by **c.o.b. 27 August 2004**

"BGS employees" is looking for:

CHIEF ACCOUNTANT FOR INTERNATIONAL COMPANY
(27-35 years old, University Degree (in Economics), experience of work in International Company on the similar post, experience of work in IC, Fluent English).

For Famous Telecommunication Company

COMMERCIAL EXPERT
(Male/Female, University Degree (in Economics), Experience of work in Financial Department of Telecommunication Company (negotiations, drawing up business offers etc.), Fluent English, German is a plus).

SALES MANAGER OF ELECTRICAL EQUIPMENT (CONVERTERS)
(Male, 25-40 years old, University Degree, Experience in Sales of electrical equipment, Good English or German).

Please send CV to employees@bgs.com.ua
(please indicate the name of the position you are applying for in the subject line) Tel. 490 68 24 (contact: Lilia Pochkun)

ExecuSearch International **POWERFACT HR CONSULTING**

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

- ◆ **Country Manager** (experience with FMCG international company)
- ◆ **Field Force Manager** (experience in sales with western pharmaceutical company)
- ◆ **Grain Trader** (knowledge of international grain trade operations, export operations)
- ◆ **Marketing manager** (experience in corporate PR and marketing within consulting or service companies)
- ◆ **Product Manager** (experience in consumer advertising, brand development & products launches)
- ◆ **Regional Managers** (Center, East, South; experience in development dealership, technical direction)
- ◆ **Finance Manager** (international company, US GAAP, IAS, experience at senior finance position)
- ◆ **Sales Manager** (international company, telecom, high-tech, audio/video/home appliances)

For all vacancies English is a must

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

RECRUITMENT
PERSONNEL AUDIT
ASSESSMENT/DEVELOPMENT CENTERS
OUTSTAFFING
STAFF LEASING
OUTPLACEMENT

BRITISH EMBASSY, KYIV:

CHANCERY ASSISTANT (Temporary for 1 year)


British Embassy, Kyiv

The British Embassy is seeking to recruit a full-time Chancery Assistant. Duties will include translating documents, interpreting for Chancery staff, arranging meetings and visits, as well as administrative support.

The successful applicant will have excellent oral and written English, experience of translation/interpreting, good communication skills and excellent organisational skills.

The position is offered for one year until September 2005.

Further details of duties and responsibilities, as well as the application form, are available from www.britemb-ukraine.net/Vacancies/. This should be completed in English and submitted to vacancy.kiev@fco.gov.uk or by fax to (44) 490 3662.

The deadline for applications is **4pm Thursday 26 August**.



"Tchibo" Representative Office in Ukraine
(famous coffee brands "Tchibo", "Davidoff", "Premium Select")
is looking for the right candidate to the position

SALES ASSISTANT

Requirements:

- high education;
- relevant experience;
- fluent English;
- strong analytical skills;
- strong PC skills.

Company offers competitive compensation and professional growth.

Please send your detailed CV by fax (Attn: HR Manager)

Fax number: **+38 (044) 236-30-49**

VACANCY ANNOUNCEMENT

United Nations Development Programme (UNDP) invites applications from highly qualified, energetic, proactive and experienced in logistics and administrative services issues (including transport fleet management, procurement of office supplies, protocol) Ukrainian professionals, who are very fluent in English, possess strong communication and leadership skills for the post within **UNDP Office in Ukraine:**

ADMINISTRATIVE MANAGER

We call all those interested not to miss an opportunity and to urgently submit your application. This post may lead to a career with the United Nations. For full details on the post requirements, post descriptions, as well as information on UNDP activities please visit our web-site www.un.kiev.ua. Qualified woman are encouraged to apply. Deadline for applications is **31 August 2004**.

UNDP will use a transparent and competitive screening process, though will only contact those applicants in whom there is further interest.

e-mail: vegorov@un.kiev.ua; fax: (8-044) 253-2607



INTERNATIONAL COMPANY

We are currently seeking for the following position in our Kyiv office:

Job title: SECRETARY-REFERENT

The ideal candidate must be able to demonstrate that:

- has a higher education.
- has a good operational experience with the head of the company; who can take away from the management the burden of daily technical routine work.
- has excellent English, Russian and Ukrainian languages skills to formulate letters, reports as per management instructions.
- has a good computer skills: (WORD, EXCEL, Lotus Notes).
- has a cheerful and friendly personality.
- has a strong communication skills.

Please send your CV in English and cover letter to fax: **494 1325**.

WANTED:

RECEPTIONIST/SECRETARY

with excellent personal communication skills.

Must be fluent in English and be able to translate documents into Ukrainian and Russian.
PC knowledge essential.

Very good pay and benefits.
Send CV in English with at least 3 references and phone numbers to Alexander@psi.kiev.ua.

Private Equity Fund is seeking qualified professionals for the following position in Kyiv:

INVESTMENT MANAGER (M&A)

SUMMARY: Management of investment projects (M&A)

RESPONSIBILITIES:

- Experience for management investment projects (M&A)
- Valuations of companies and start-up ventures analysis
- Preparation of presentations and investment memorandum
- Financial modeling, industry analysis
- Performance of financial due diligence process

REQUIREMENTS:

- Bachelor's degree or higher education in business or economics
- Prior work experience in Investment Banking, Management Consulting, Investment Fund
- Excellent written and oral communication skills (English and Russian)
- Excellent knowledge of financial mathematics, corporate finance and investment analysis

Please, send your CV on e-mail: idityk@thermosyn.com

BUSINESS CONTROLLER / CHIEF ACCOUNTANT

Our client is a worldwide leader in agricultural processing and trading. The Company was established more than 100 years ago and now has over 27,000 employees and approximately 270 processing plants around the world; annual net sales exceed \$36.3 billion. Today the Company plans to set up a joint venture in Ukraine with production in Ilyichevsk and trading in Kiev. Thus there is an opening for **Chief Accountant (Kiev)** and **Business Controller (Ilyichevsk)** positions to join a management team in the country.

BUSINESS CONTROLLER (based in Ilyichevsk) Ref: BC

You will report to the Financial Director and will be responsible for:

- Development of the controlling and internal audit functions, relevant policies and procedures of both divisions
- Setting up and development of an effective internal management and fiscal reporting system which will allow management board to have a clear picture of the company operations in real time
- Finance controlling and tax planning; Control of capital expenditures and long-term liabilities
- Overseeing all operations of both trading and production especially in the areas of bookkeeping, voucher flow and taxes
- Advising management board on operational matters; Evaluation of risks
- Managing a team

THE PEOPLE

You will probably be aged between 28 and 38 with a relevant University degree and fluent English. Minimum 3-6 years of managerial experience in an international environment are required. Background in both production and trading areas is strongly preferred. You will need to be proficient in Ukrainian and Western accounting standards, taxation, legislation, controlling and reporting. We are looking for people who are able to oversee things upfront; they should not only identify problems, but suggest solutions and implement them.

In order to succeed, you must be an effective and practical leader with excellent communication and planning skills. You need to be able to organize the work of a team; coordinate and administer them. An open type of person who looks out of the "square" and is not afraid of hard work.

Candidates who can add value to the company performance will have their contribution rewarded with an attractive remuneration and further career opportunities.

If you are interested in this opportunity, please send your full Curriculum Vitae (Resume) in English, to Hudson Global Resources Ukraine at: ca@hudson.com.ua or by fax: **+380 44 490 2919** quoting the appropriate reference code. For more information please visit www.hudson.com.ua

BRAIN SOURCE INTERNATIONAL

Our client, a large industrial holding, is looking for an experienced top-manager for a position of a

➔ GENERAL DIRECTOR

The successful candidate will possess the following experience and personal traits:

- ◆ Experience in running a big multi-level company, holding (construction, machine building, engineering) with a large head-count and large operations
- ◆ Experience in restructuring, business optimization
- ◆ Strong finance background
- ◆ Strong business planning and organizational skills
- ◆ Strong operation management skills
- ◆ Strong analytical skills
- ◆ Strong leadership skills
- ◆ Results driven
- ◆ Energetic and initiative
- ◆ The candidate should be able to develop systems to achieve results
- ◆ Western top management experience is much welcome
- ◆ Western MBA is much preferred.

*Please, apply with Your CV and Cover to aa@brain-source.com
For confidential inquiries, please, call 8050 140 77 29*

IT Support Professional

General requirements:

- university degree in related IT field and solid technical background;
- fluency in English, Ukrainian and Russian;
- team-player, able to work overtime and under pressure;
- possess hardware maintenance skills and an understanding of IT security controls;
- at least 1 years' experience in a similar position.

Preference will be given to applicants with extensive work experience with end-user support as well as Microsoft software and networking technologies (MCP certification is highly preferred).

Please send your CV and motivation letter to the Office Manager, **KPMG, vul. Mykhailivska 11, 01001 Kyiv, Ukraine**, or by email job@kpmg.kiev.ua.

AUDIT ■ TAX ■ ADVISORY



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Avis- the largest and fastest expanding vehicle leasing & rental company in Ukraine, the Baltic countries and Belarus with a fleet of over 1500 vehicles. **Avis** Ukraine is a part of **Avis** worldwide, the biggest network in the world.

Expanding its activities **Avis** Ukraine seeks candidates for the position of

ACCOUNT SALES MANAGER

● With the following duties:

- Selling the whole range of Avis products including leasing, minileasing, pre-delivery cars, rental service, fleet management, driver outsourcing, other
- Consulting clients on fleet issues
- Answering inquiries, making offers, preparing contracts
- Weekly sales reporting

● **Requirements:** 25-35 years old, University Degree (preferably in economics), experience in sales, fluent English, Driving license

RENTAL SALES AGENT

● **Requirements:** University Degree (preferably in economics), excellent communicative skills, experience in sales is a plus, fluent English, Driving license



Applications should be submitted to:

Lilia Pochkun, BGS Employees Ltd

Fax (044) 536 0859, 490-6824

or e-mail: employees@bgs.com.ua

For further details of **Avis** in Europe

refer to: www.avis-europe.com

or www.avis.com.ua

Translator/PA/Office manager

MINI RESUME Lady, 40, University degree in Linguistics. German fluent, English good. Experience: German teaching translating, personal assistance, office manager. PC skills, driver license. Contacts: 8-050-386-3699, e-mail: hubar@visti.com

Miscellaneous

MINI RESUME Lady, 27, University degree in Linguistics, fluent English, basic Spanish, Russian/Ukrainian native, 2nd year student by correspondence, MBA faculty. Working experience in Sales, Advertising, Administration, English teaching. I am goal-oriented, enjoy learning new things, looking for an entry level position in Western company. Irina 067-232-2370, 460-3249, iren976@hotmail.com

Finance/Management

MINI RESUME Male, 38, University degree in Economics and high technical education. Fluent English (certificate FCE). More than 10 years experience as Financial Manager, Chief Accountant, Director. Call Leonid: 8-050-332-2011 or mail: chimlab@i.com.ua

Management

MINI RESUME Female, University degree in Psychology (with training experience) & Economics; MBA (International Business). Fluent English, PC literate. Looking for job in International Organization. Tel.: 8-067-459-459-9673, e-mail: galina53@hotmail.com Galina Berezhnaya

Part time shopper

needed in Kyiv.

Responsibilities include gathering information on new consumer products, reporting details to our U.S. offices.

Must be able to speak/write English and own a pc.

Reply to

dant@productalert.com.

Additional details at

www.productalert.com.

Translator/Interpreter

MINI RESUME Lady, 27, University degree in Linguistics (German & English). Excellent oral/written German, written English, native Ukrainian, Russian, PC literate. Work experience with foreign and Ukrainian companies. Responsible, reliable, honest. Call Julia 572-5200, mob. 8-050-180-7413

Marketing/Advertising management

MINI RESUME F, 27, Result oriented, versatile professional. Excellent planning, organizational and communication skills. Vast experience in marketing, advertising and PR. Fluent English. Strong team leader and player. Contact Victoria at 8-066-287-5546, 550-9688 (h) or vic_tet@yahoo.com

IT specialist

MINI RESUME Male, 29, University Degree, IT-Courses in London; Fluent English, 3 years work experience as webdesigner: HTML, PHP, Macromedia and Adobe Packages. Yuriy, tel.: 8 (067) 909-5566, 268-0214; <http://mec.com.ua/ybk>, e-mail: webmaster@wiiu.edu.ua

Management

MINI RESUME FM, 28. Kyiv National Trade-Economic University. Economist, fluent English, basic German, computer skills. Experience in Bank structure. Accountant, Credit economist. Looking for a work in Bank structure or company economist. Tel.: 80667961281

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For more information, contact **Victoria Mazur**

at tel. 496-1111, e-mail: kyivpost-subscribe@kppublications.com