

## **Position Title: OFFICE MANAGEMENT ASSISTANT**

### **Job Description:**

International Exchange Center ([www.iec.ua](http://www.iec.ua)) has a job opportunity announcement for an office management assistant position with managerial educational or practical background. Participation in U.S. Cultural Exchange Programs would be an advantage. Interested candidates who meet the requirements are invited to apply for this position.

### **Major Job Requirements:**

- Bachelor or Master's degree.
- Managerial educational background or clerical or administrative experience.
- Fluency in English, both spoken and written.
- Computer and office equipment skills.
- Self-motivated, highly organized, flexible and service oriented.
- Good interpersonal and cross-cultural skills.

### **Major Duties and Responsibilities:** you are expected to

- Provide excellent Customer Services.
- Increase the number of New Customers.
- Maintain and update all office files and docs.
- Receive, screen and respond to all incoming calls and correspondence.
- Provide basic office and software support.
- You may be assigned additional duties and responsibilities as required of the job.
- Your work hrs: 11 AM – 7 PM, Mon-Fri.

**Salary** depends on your interview, your qualifications, your experience and your further progress at work.

### **How to apply:**

Interested candidates should e-mail their updated Resume with a passport-format photo to [kharkiv@iec.ua](mailto:kharkiv@iec.ua). All candidates will be updated on their Resume Status. Selected candidates will be contacted for the interview in a reasonable amount of time.