

## Trade/Administrative Assistant

<b>Location:</b>	Pakistan Embassy Kyiv, UKRAINE
<b>Application Deadline:</b>	August 02, 2023(1400hours EET)
<b>Type of Contract:</b>	Contract
<b>Languages Required:</b>	Fluent in both Ukrainian and English
<b>Salary:</b>	USD 750/-
<b>Expected Duration of Assignment:</b>	12 months with possible extension

## Charter of Duties of Trade/Administrative Assistant

The key responsibilities include but are not limited to:

- Informing all stakeholders about events like trade fairs, exhibitions, and conferences in Ukraine. Regularly updating Pak-Ukraine bilateral trade data monthly and preparing market reports on Ukraine's main imports, exports (particularly with Pakistan), market trends, and opportunities for further cooperation.
- Liaise with the Ukrainian government agencies on the current and future policies and regulation on foreign trade, transportation, infrastructure, emerging technologies, etc.
- Liaise with the Ministries, Chambers and other Government/Private agencies of Ukraine involved in Trade and Investment Promotion and always maintain an updated list of their telephone/fax numbers and email addresses.
- Assist Pakistani/Ukrainian companies wishing to export/import/invest to establish contacts in Ukraine/Pakistan through providing information on the regulatory background, finding potential partners for cooperation, etc.
- Assist/ensure participation of the Embassy in trade fairs/exhibitions/conferences held in Ukraine.
- Assist in arranging trade, tourism and investment promotion events hosted by the Embassy.
- Preparation of documentation, submission to relevant offices (i.e., relevant to banks, payment of bills, transfer of funds, VAT etc) and its translation.
- Conduct administrative tasks such as managing incoming and outgoing correspondence, maintaining calendars, filtering telephone calls, and organizing the programs of visiting delegations from Pakistan.
- As Assistant to DHM, handle document translation (incoming and outgoing) and establish continuous communication with various entities, such as Ukraine's Statistics Department, Custom authorities, UCCI, and Regional Chambers, maintaining an up-to-date list of their contact details.

## Qualifications and Experience

- Master in fields related to Economics, Trade and Business
- Minimum 3 years' experience of working on trade/economic/commercial related issues
- High level of Ukrainian and English language skills both written and oral are essential.

- Highly developed organization and communication skills, including the ability to work under pressure with minimal supervision, translation of legal/other documents.
- Proficiency in the use of standard office IT equipment with good typing skills.
- Valid Ukrainian driving license (minimum category B preferable - all).
- Ability to work flexible hours.
- Perform duties of a Driver as and when required.

Note: The Embassy reserves the right to terminate the contract on a one-month notice and this decision cannot be challenged in any court of law.