



## **Secretary / Personal Assistant**

<b>Country</b>	Ukraine
<b>Location</b>	Kyiv
<b>Local Specialism</b>	ASR - Core Audit
<b>Line of Service</b>	Assurance
<b>Industry</b>	Not Applicable
<b>Position Type</b>	Full Time
<b>Contract Type</b>	Permanent
<b>Job Description</b>	<b>The Opportunity</b>

We offer interesting & challenging work within a multinational environment

### **The Role**

Main duties include but are not limited to the following items:

- Assistance to management of the department (including planning of their working day; logistic, i.e. tickets, hotel and taxi bookings; update of contacts, databases, systems etc)
- Preparation of invoices/bills;
- Information search;
- Formatting and translation of documents;
- Preparation of expense reports in accordance with corporate policies and local legislation
- Organisation of conferences and seminars
- Serving tea / coffee to office guests

### **Knowledge, Skills and Experience**

- 1-2 years of work experience in a similar role or as a secretary/administrator with a corporate or professional services firm
- Excellent written and verbal English in addition to Ukrainian and Russian
- Strong PC user skills (MS Office)
- Strong time management and organisational skills
- Good communication and interpersonal skills
- Ability to work under the pressure

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