Evening Secretary

KPMG International is a global network of professional firms providing Audit, Tax and Advisory services. We operate in 156 countries and have over 152,000 people working in member firms around the world. In October, 2009 KPMG in Russia and the CIS joined KPMG Europe LLP: [www.kpmg.ua](http://www.kpmg.ua).

**Candidates for this position meet the following requirements:**

* fluent in English, Ukrainian and Russian both written and verbal
* PC proficient with good word processing and database skills
* team-player, able to work under pressure
* able to learn quickly and apply new knowledge
* flexible, able to deal with more than one project simultaneously
* strong communication and organizational skills
* punctual, attentive to details
* this is a pro-active position where you will need to be able to demonstrate both resilience and flexibility in a complex and changing environment
* ability to work from 15:00 till 21:00 (part-time job)

**Main responsibilities:** You will be a part of the Tax & Legal department and will mainly provide secretarial support to Tax & Legal Managers.

**We offer:** challenging assignments, career development opportunities, work in a friendly international environment, competitive salary and social package.

<http://rabota.ua/company567736/vacancy6115304>