Personal Assistant

KPMG International is a global network of professional firms providing Audit, Tax and Advisory services. We operate in 156 countries and have over 155,000 people working in member firms around the world: [www.kpmg.ua](http://www.kpmg.ua).

You will work closely with two Partners of Audit Department, providing administrative support to help them to make the best use of their time by dealing with secretarial and administrative tasks.

You will gain extensive knowledge of our organization, know who key personnel are (both external and internal), and understand the organization's aims and objectives.

**Main responsibilities:**

* Organizing and maintaining diaries and making appointments
* Arranging travel and accommodation, dealing with visa matters
* Screening telephone calls, enquiries and requests, and handling them when appropriate
* Maintaining client databases
* Welcoming and looking after visitors, arranging meetings
* Dealing with incoming email, faxes and post
* Producing documents, briefing papers, business letters and presentations
* Formatting events
* Carrying out background research and presenting findings into subjects the manager is dealing with
* Liaising with clients, suppliers and other staff
* Coordinating professional events
* Devising and maintaining office systems to deal efficiently with paper flow
* Organizing and storing paperwork, documents and computer-based information

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

* Strong communication and interpersonal skills
* Organized, punctual, attentive to details
* Proactive, energetic quick learner
* Able to work under pressure
* Enjoying fast paced professional environment
* Good working knowledge of English, Ukrainian and Russian both verbal and written
* PC literate (good knowledge of MS PowerPoint, MS Word and MS Excel)
* Flexible, able to deal with more than one project simultaneously
* At least 1 year experience in a similar position

**We offer:**

Professional development in a friendly international environment, diverse and challenging assignments, training, competitive salary and social package

Please apply: <http://rabota.ua/company567736/vacancy6202557>