**Redcliffe Partners** is currently looking for a marketing assistant.

If you want to join our young and dynamic team and contribute to our work on interesting projects, we encourage you to apply.

**We offer:**

* A supportive team and friendly working environment
* A targeted, innovative learning and working experience, as well as professional and personal growth opportunities
* Excellent working conditions
* Сompetitive salary and official hiring
* Solid social package (medical insurance, 28 days of paid vacation)

**Duties & Responsibilities:**

* Working with CRM data base: adding new contacts, updating existing contact information
* Assistance with organising internal events, such as workshops and conferences
* Assistance with organising business trips
* Assistance with the registration of lawyers for external events

**Required Qualification & Experience:**

* Fluent English, Ukrainian and Russian
* Proficiency in MS Office
* Superb analytical and research skills
* Commitment to the team
* Proactive and solution-oriented thinking

Please submit your resume and a cover letter indicating your desired position to office@redcliffe-partners.com.

