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### Job title: Project / Administrative Assistant

Company: European-Ukrainian Energy Agency

Location: Kyiv, Ukraine

**The European-Ukrainian Energy Agency** is an independent non-profit organization that unites participation from all stakeholders involved in the Ukrainian Energy Efficiency and Renewable Energy sectors. EUEA aims to collaboratively contribute to the transparent development of these markets in Ukraine by promoting fair and sustainable business practices, increasing public awareness of energy issues, and influencing government energy policy. EUEA focused its activity on Energy Efficiency, Bio Energy, Wind and Solar Energy, Smart Grids, Project Financing, and the Energy Community Treaty.

#### **Responsibilities and job description:**

The company is currently looking for the candidate to fill-in the position of **Project / Administrative Assistant**. The employee in this position will be providing administrative support to the office in general, as well as specific consultancy projects in various sectors.

Main duties will depend on the qualifications and background, might include, but will not be limited to:

- ✓ Maintaining communication with members of EUEA regarding membership fee payments.
- ✓ Preparation of newsletters for participants (monthly): search for information, creation of a newsletter, creation of a mailing list.
- ✓ Coordination of event organization.
- ✓ Participation in current grant projects.
- ✓ Participation in RES policy work (the depth of involvement can be determined depending on the desire/skills).
- ✓ Support with translating, editing, formatting, proofreading documents in different languages;
- ✓ Providing administrative support office supplies and operations, including correspondence, call as well as with logistics, accommodation and other travel requirements for employees;
- ✓ Scheduling and booking meetings;
- ✓ Organizing files, keeping records, and maintaining databases;
- ✓ Compilation of data, statistics, and other information for reports to the management team;
- ✓ other tasks as required.

#### **Required qualifications and skills:**

- ✓ Between 1 – 3 years of experience on similar position would be preferred;
- ✓ Desire to learn, grow and develop in the international multicultural environment;
- ✓ Excellent skills in Word, Excel, Power Point, Outlook;
- ✓ Fluent spoken and written English and Ukrainian;
- ✓ Strong coordination and communication skills;

#### **Work format:**

- ✓ Full-time and part time are possible and can be discussed at the interview.

#### **Application procedure:**

Please send a motivation letter and CV to [office@euea-energyagency.org](mailto:office@euea-energyagency.org) with the **subject line:** Project / Administrative Assistant.

**Deadline: February 15, 2024.** The successful candidates will be invited for an interview.

**Start:** upon identification of a suitable candidate, tentatively end of February - March, 2024.