

Secretary – interpreter for JDC Kiev office

Responsibilities:

- Translation of internal documentation
- Oral translation for foreign guests and visitors
- Administrative assistance to the Personal Assistant to Director
- General office administration
- Manage phone calls and correspondence

Requirements:

- Philological education. Diploma of interpreter is an advantage
- Strong command of English, Russian and Ukrainian
- Proficiency in MS Office
- Strong organizational and communicational skills, a quick-learner and a team player
- Loyalty to charity activity and Jewish traditions

Other:

Part – time position (09:00 – 13:00)

Please send CV to FSUCareerField@jdc.org. Only relevant candidates will receive a reply.