

ADMINISTRATIVE ASSISTANT NEEDED

U.S. company, Integrated Trade Finance (ITF), is looking for an ambitious and smart person to join our global team, for a position based in Kyiv, Ukraine.

ITF is global finance and market development company, headquartered in Omaha, Nebraska, USA. Our mission is to help manufacturers and exporters sell more through use of financing instruments, as well as arrange debt and equity finance for projects in need of more capital. ITF is supported by a network of 275+ financial institutions worldwide, with directors located 17 cities across the globe, with representation in 67 countries. ITF's Kyiv company, "ITF Ukraine" is an operations hub for handling projects and transactions in the region. Please see: www.itf-finance.com

Job Responsibilities:

- Conduct market research and due diligence checks on companies throughout the world
- Participate in the formulation and research for market development plans that ITF provides to its customers
- Prepare regular reports for ITF customers with updates on their projects, transactions and market development activities
- Organize conference calls, meetings, negotiations and trade show materials
- Update company presentations and other marketing material for ITF financial services
- Translation of periodical documents and correspondence

Requirements

- Good understanding and experience with Excel
- Strong attention to detail to prepare documents without error
- Strong research and analytical skills to gather data, but also make sense of it
- Ability to grasp assignments quickly and produce results meeting deadlines
- Proficient to business level English
- Culturally adaptable to work with different times zones and countries
- A 45-day paid probationary period will commence from work start date at 80% at 10,000 UAH per month.

Location

This position is based in Kyiv, Ukraine and will support the ITF staff in the tasks described above. The person will report to the Senior Manager, International Sales & Marketing, also located in Kyiv.

Benefits of joining ITF

- Stable, USD salary, paid on-time with no delays
- Eligibility for bonuses for hitting pre-defined targets
- Experience to work with ITF's global team, gaining true international business experience with a multitude of industries, companies, products and services
- Training to enhance financial skill and international business development skill set
- Joining a unique company that is not a bank, investment fund or insurance firm, but a solution provider for companies looking to expand their global sales and realize financing for their projects
- Travel possibilities to international locations.

Compensation:

Net 12,000 UAH per month as independent contractor, paid in USD.

Interested candidates should send their **resume in English** to Vadym Sviatnenko, vs@itf-finance.com by COB Friday, September 25th, 2019. Long motivation letters are NOT required, however brief introductory letters are welcome.