

## **Administrative Assistant/Office Manager**

**Aston Financial Services** is professional consulting Ukrainian company. We provide services in the area of personal and corporate financial planning, taxation, corporate law and asset protection. Our aim is to provide the holistic and tailor-made financial solution to our clients.

We value professionalism, competence, commitment and ability for constant learning.

Aston Financial Services is looking for the **Administrative Assistant/Office Manager**.

The ideal candidate should provide the support to the company's operations on a daily basis. This person will be able to work independently with little supervision and must be well organized, flexible and enjoy the challenges of supporting the fast developing company.

### **Essential Functions and Responsibilities:**

- Projects administrative issues handling
- Produce accurate and properly written documents and reports
- Coordinate relationship with subcontractors (translators, IT administrator, courier services providers)
- Manage the CRM database
- Coordinate the social media profile of the company (Facebook, LinkedIn, Twitter, etc.)
- Prepare the press releases
- Arrange/accept meetings and telephone calls
- Office administration
- Handle the banking payments
- Manage the office correspondence
- Support in other administrative tasks as requested by the Director and other team members

### **Qualifications, Knowledge, Skills and Experience:**

- Fluent English, excellent speaking and writing skills in English, Russian and Ukrainian
- Expert knowledge of MS Office, incl. Word, Excel, PowerPoint, Outlook
- Extremely organized and detail oriented
- Strong sense of urgency
- Timely and able to complete tasks quickly; must be able to multi-task

Able to work independently and make sound decisions  
High energy, positive, outgoing  
Must be able to drive deadlines  
Very punctual, regular attendance  
Must be «hands on» and do whatever required to get job done

**Minimum Education required:** Bachelor's degree in Business, Linguistics or related fields

### **What We offer**

Work in the reliable professional consultancy company with high reputation  
Competitive salary and bonuses  
Work in the friendly professional team  
Possibility to learn professional English and attend professional training courses  
Ability to grow the expertise within the company in different areas

**Salary 10 000 hrn + Bonuses**

We will be glad to see you in our team!

Please send your CV to [e.kryhtina@astonfs.com](mailto:e.kryhtina@astonfs.com), [e.bokan@astonfs.com](mailto:e.bokan@astonfs.com)