

<b>Job Title:</b>	Administrative Assistant
<b>Location:</b>	St. Petersburg, Russia – EU
<b>Employment Status:</b>	
<b>Reports To:</b>	General Director
<b>Travel (%):</b>	< 5%
<b><u>Major Roles &amp; Responsibilities</u></b>	<p>We are currently looking for an Administrative Assistant to support our small office in St Petersburg, Russia. We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to local Managing Director and local employees, assisting in daily office needs and managing our local legal entity's general administrative activities.</p> <p><b>Major Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Answer and direct phone calls</li> <li>• Organize and schedule appointments</li> <li>• Write and distribute email, correspondence memos, letters, faxes and forms</li> <li>• Translate one page office documents/letters to/from English</li> <li>• Assist in the preparation of regularly scheduled reports, answers to written inquiries from vendors, government bodies and Company's European Headquarters</li> <li>• Update and maintain office policies and procedures (safety, fire prevention)</li> <li>• Order office supplies and research new deals and suppliers</li> <li>• Maintain contact lists</li> <li>• Book travel arrangements</li> <li>• Submit and reconcile expense reports</li> <li>• Provide general support to visitors</li> <li>• Act as the point of contact for internal and external clients</li> <li>• Prepare sets of letters and document copies for tender procedures (sales support)</li> <li>• Liaise with executive and senior administrative assistants to handle requests and queries from senior managers</li> </ul> <p><i>The statements above are intended to describe the general nature and level of work performed by employees assigned to this classification. Statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.</i></p> <p><i>Kraton's internal talent acquisition team manages our recruiting efforts and from time to time works with pre-selected/pre-approved external staffing agencies. We do NOT accept unsolicited resumes or candidate referrals from recruiters and/or agencies who are not pre-selected/pre-approved.</i></p>
<b><u>Skills and Experience</u></b>	<ul style="list-style-type: none"> <li>• High School degree; additional qualification as an Administrative assistant or Secretary will be a plus</li> <li>• Proven experience as an administrative assistant or office admin assistant</li> <li>• Proficiency in MS Office (MS Word, MS Excel and MS Outlook, in particular)</li> <li>• Excellent written and verbal communication skills (Russian and English are a must; other European languages will be a plus)</li> <li>• Excellent time management skills and the ability to prioritize work</li> <li>• Strong organizational skills with the ability to multi-task</li> <li>• Ability to suggest solutions to new office administrative tasks (search for new vendors, communicate with internal and external legal advisers)</li> </ul>
<b><u>How to Apply</u></b>	Submit your resume to <a href="mailto:jobs-eu@kraton.com">jobs-eu@kraton.com</a>