



Alliance Française

Kharkiv, Ukraine

# AF KHARKIV IS RECRUITING FOR ITS PARTNER:

## JUNIOR VIRTUAL ASSISTANT JOB DESCRIPTION

We are an interactive, consulting and communication agency looking for a junior Virtual Assistant (VA) to help us remotely with tasks ranging from daily web-based tasks to helping out with developing internal and client-facing workflows and processes.

The work is therefore a mix of basic communication tasks (distributing web content, social posts, both for ourselves and clients) + more advanced organizational tasks (help creating workflow templates, optimize work processes, help develop customer relations systems).

While assisting us with these tasks, you will acquire highly valuable and sought after marketing, business, organizational and communication skills which will allow you to take your work capabilities to the next level. In exchange, you will commit to work with us at least 6 months so that we can enjoy the new skills you will develop through our mutually profitable work relationship.

We ambition to become a foremost player in our field and are open - yet not committed - to extend this virtual position to a full-time basis after a period of 6/12 months.

## JOB CONDITIONS

- You will perform these tasks on a weekly basis, with a commitment of minimum 3 work days (or half days) per week (for instance, NOT one or two full weeks per month + no activity for 2 other weeks)
- You can perform these tasks from home or any online facility
- You will operate during French business hours (9am - 6pm CET)
- You will work in an open-minded, progressive environment
- You will enjoy extensive time periods when no other task will be required that acquiring skills that will mutually benefit you and us (for instance learning a new software with our help / training)
- You will acquire a great knowledge of business market in the Monte Carlo / French Riviera area, one of the world's most famous and dynamic region.

## WORK EXPERIENCE

- Field experience a plus, but not required, we welcome post-high schools students to apply for this job

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## TASKS

- Perform various web-based tasks (website updates, social updates)
- Assist with social media program development for clients
- Collect and compile various data
- Assist with internal workflow and project management processes
- Assist with workflow and project management processes
- Translate all documents / supporting materials to/from English / French

## REQUIREMENTS

- Speak/write correctly English + French
- Good practice of working apps : text processing, spreadsheets, presentations....
- Ability to work autonomously AND collaboratively
- Good communication skills
- 6 months commitment minimum

## SPECIAL SKILLS

- Translate to/from French / English
- Experience with workflow processes / organizational skills
- Knowledge / experience of Google Apps : Drive / Docs / Spreadsheets / Slides / App Scripts
- Project management apps / skills (Teamwork, GANTT...)
- Knowledge / experience of CMS and web dev software (Wordpress, Prestashop...)

**If you are interested please send your CV in English/French to** **Timothée de Maillard, director AF Kharkiv :**  
[directeur.kharkiv@afukraine.org](mailto:directeur.kharkiv@afukraine.org)