



Job Vacancy Announcement

Job Title: General Manager Assistant / Translator

The main tasks: translation and interpretation, appointment of the meetings, preparation of business correspondents and assist with other duties entrusted by the General Manager.

Main Responsibilities:

- Translation (Tajik, English, Russian), writing / editing and final preparation (layout and proofreading) texts for use in internal and external communication;
- Prepare (in Tajik, English and Russian) the personal/business correspondence of the Manager accurately and in a timely manner.
- Support the General Manager with translation/interpretation (oral/written, in Tajik, English, Russian) for internal and customer meetings, press-conferences and public events;
- Support the General Manager and office in preparation of information materials for TOP level visits/meetings;
- Maintain an e-diary, brief the Manager on the next day/ weekly program on a daily basis.
- Make appointments and remind the Manager in a timely manner.
- Read Local newspapers and bring into the notice of the Manager on general matters of interest and especially matters related to field of business.
- Accompany the General Manager to all business/personal meetings and support with translation during the meetings (Tajik, English and Russian) and maintain minutes (in English) of these meetings including their approval.
- Maintain a contact information file, including all respective parties and provide this information to update the 'Directory of Contacts' on the server.
- Any other duties entrusted by the Manager.

Requirements:

- Higher education (linguistics, journalism);
- Excellent command of Russian, Tajik and English;
- Russian, Tajik and English – Fluent or Upper-intermediate level is a MUST;
- A good memory and the ability to learn fast;
- Excellent translation and interpretation skills (Russian – English – Russian and Tajik – English - Tajik);
- Good negotiation, interpersonal and communication skills;
- Literacy, the ability to clearly and succinctly express thoughts;
- The skills to interact well with people and work as part of a team;
- The ability to use discretion and maintain confidentiality;
- Flexibility to deal calmly with the unexpected and difficult situations;
- Reliability, dedication and commitment
- 2-3 year work experience as an interpreter (may be not a permanent work);
- Advanced PC user (Outlook, Word, Power Point).
- Ability to write official correspondence clearly in English, Russian and Tajik languages at high standards.
- Good skills in drafting reports, minutes of meetings, letters, memorandums, and other documents.
- Full time assignment (normal business hours are Monday – Friday 9:00 a.m. to 6 p.m, with evening meetings and events if required).

Conditions:

- Attractive salary
- Challenging work in international environment
- Professional growth opportunities
- Office location: Dushanbe
- Opportunity to work in a multi-cultural environment.

Deadline:

The deadline for submission of CVs and other required information is March 15, 2014.

Note:

The CVs in English together with cover letter indicating your specific motivation, at least three references and remuneration expectations to be sent to resume@imkon.net.

Only successful candidates will be invited for an interview which will be held in English, Russian and Tajik.

ORIGINALS of passport, educational certificates, reference letters etcetera should be presented at the interview.

Candidates are required to undergo English/Russian/Tajik written/oral tests for qualification proficiency.