

## Attorney-at-law

### Requirements

- passed the Bucharest Bar / INPPA final exam
- 2-to-3-year experience in a prestigious law firm or in a multinational company (as in-house)
- excellent communication skills in Romanian; advanced knowledge of English is compulsory
- analytical thinking, proactive attitude, involvement and consistency
- good planning and computer skills (MS Office)
- technical skills and business oriented
- open-minded and gregarious team player
- willingness to build and pursue a sound legal career

### Responsibilities

The professional will be dedicated (temporarily) to a particular customer of our law firm (major multinational corporation); will therefore render services at customer's headquarters.

The initial tasks shall mainly include (i) performance of legal research on particular subjects, (ii) drafting notifications, short opinions, claims and/or different judicial requests, (iii) review / vetting of contracts of minor / average difficulty, (iv) drafting and submitting documents and attending meetings, (v) administrative assistance/ support to the legal team, such as monitorisation and updating / follow-up on various topics and drafting various reports requested by team members. He/She will have to ensure the observance of professional quality standards.

**Benefits:** remuneration package will be discussed and detailed during the last stages of the interviews.

Career opportunities are discussed in detail during the interview.

### How to apply

If this profile fits your background and if you are interested in becoming a member of our team, you are invited to send us your CV (inclusive of photo) and application letter (observing the deadline). Only short-listed candidates will be contacted for interviews.

Application deadline: **9 October 2019**

Application code (to be mentioned in e-mail "Subject" line): "**Attorney-at-law**".

Email address: [careers@duncea-stefanescu.ro](mailto:careers@duncea-stefanescu.ro)

More details on: <http://duncea-stefanescu.ro/careers/>