

## Junior Lawyer

### Requirements

- recent graduate of the Bar Association exam (2014 or 2015)
- 1-to-2-year experience in a multinational law firm or in a prestigious law firm
- excellent communication skills in Romanian; advanced knowledge of English is compulsory, while French and/or German are/is an advantage
- analytical thinking, proactive attitude, involvement and consistency
- good planning and computer skills (MS Office)
- technical skills and business oriented
- willing to specialize in the field
- open-minded and gregarious team player
- willingness to build and pursue a sound career.

### Responsibilities

The main initial tasks shall include performance of legal research on particular subjects, drafting legal alerts / news, drafting notifications, claims and/or different judicial requests of minor / average difficulty, limited experience access to representing clients before legal courts, drafting e-mail correspondence to clients in respect to litigation course of action under close supervision of the senior team members, attending meetings with public authorities, drafting and submitting documents with the public authorities, drafting opinions and contracts of minor / average difficulty, drafting e-mail correspondence with clients, based on formal instructions received from the senior team members, as well as administrative assistance to the legal team. You will have to ensure the observance of professional quality standards.

**Benefits:** Internal, external and on-the-job training; diversified working fields; young, dynamic, steady and pleasant work environment. As part of your continuous professional development: various trainings, seminars in your field of activity.

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 (inc. photo) and application letter (observing the deadline). Only short-listed candidates will be contacted for interviews.

Application deadline: **21.10.2015**

Application code (to be mentioned in e-mail "Subject" line): "**Junior Lawyer**"

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

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