

WANT TO BE
A PART OF
OUR STEADY
TEAM



NOW HIRING

OFFICE & FRONT DESK ASSISTANT

- **MAIN TASKS:** Handle phone calls and register / sorting correspondence; greeting visitors; arrange meetings and business travel details; support for office manager / account manager in the invoicing procedure; organise databases; other admin duties
Working schedule: 09.00-18.00 (including lunch break).
- **REQUIREMENTS:** university graduate, minimum 1 year experience; excellent communication skills in Romanian & good knowledge of English; articulate, cordial, and pleasant personality; resourceful, extremely organised, detail-oriented & team player; good telephone etiquette, good people management, and good interpersonal skills; good computer skills (word and excel are a must).

Email your resume + photo to careers@duncea-stefanescu.ro and add "Front Desk Assistant" to your email subject. *Application deadline: 30.09.2024*



Duncea, Ștefănescu & Associates
ATTORNEYS AT LAW



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