

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, approx. 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: 01.06.2025



Duncea, Ștefănescu & Associates
ATTORNEYS AT LAW

LEGAL • TAX

CĂUTĂM COLEGĂ

Office & Front Desk Assistant

- studii superioare + lb. engleză
- ceva experiență ar ajuta
- program full time: 09-18:00 (cu pauză de masă)
- salariu + beneficii (abonament Regina Maria + telefon)
- mai multe info pe siteul nostru
<https://duncea-stefanescu.ro/careers/>
- **deadline aplicații - 1 iunie**

TRIMITE CV LA ADRESA

careers@duncea-stefanescu.ro

