

We are looking for an active person who will assist the office manager in administrative activities.

Mandatory Requirements:

- Serious, responsible, active, organized person, attention to detail and resistant to a dynamic work environment
- Very good communication skills
- Knowledge of English at an advanced level;
- Knowledge of French represents an advantage;
- PC Skills (Outlook / Word / Excel / PowerPoint)
- Experience in the administrative field is an advantage;
- Higher education completed.

Responsibilities:

- Managing phone calls and correspondence
- Organizing the lawyers and Managing Partner's agenda
- Updating the database of the law firm's clients
- Establishment of internal meetings
- Medium level translations
- Records of stationery products
- Archiving documents
- Preparation of external trips and meetings
- Marketing activities specific to the legal field
- Daily travel in the interest of the office (Post Office, Bucharest Bar, Fiscal Administration, Office products) or any other necessary travel.

Benefits:

- Central location
- Young team and pleasant work environment
- The possibility of developing a career in the field
- Motivating salary

Interested candidates can send their CV to admin@bbnalaw.com