



**BULBOACĂ & ASOCIAȚII**  
ATTORNEYS AT LAW

## Join our squad / Receptionist

FOR OUR OFFICE LOCATED IN BUCHAREST, WE ARE LOOKING FOR A HANDS-ON RECEPTIONIST,  
WITH MAIN RESPONSIBILITIES:

### JOB DESCRIPTION:

- ◆ Perform front-office duties, including directing incoming calls and taking accurate messages;
- ◆ Monitor and process incoming and outgoing mail, faxes and packages;
- ◆ Arrange meetings and greet visitors;
- ◆ Protocol related activities;
- ◆ Book of conference rooms;
- ◆ Manage library;
- ◆ Perform other general administrative duties upon request.
- ◆ Follow the job role internal procedures
- ◆ Working hours: in shifts, one week from Monday to Friday 09:00 – 15:00 and one week from Monday to Friday 14:00-21:00.

### REQUIREMENTS:

- ◆ Responsible, organized, efficient and flexible person with good people skills.
- ◆ Good interpersonal and organizational skills, able to manage multiple tasks with conflicting priorities;
- ◆ Ability to handle difficult situations.
- ◆ Good English skills
- ◆ Good experience with MS Office applications;
- ◆ Previous experience is a plus;
- ◆ Preferable university program graduate or during university studies.

### OFFER (BONUSES, BENEFITS)

- ◆ 6 months contract with possibility to be extended;
- ◆ Highly professional work environment and friendly team colleagues;
- ◆ Private health insurance;
- ◆ Food vouchers;
- ◆ Birthday day off and birthday treat.

Please send your resume via email at [raluca.bancioiu@bulboaca.com](mailto:raluca.bancioiu@bulboaca.com).