

## LegiTeam: Secretary Position Opening (Bondoc & Asociații)

**We are looking for a highly motivated, alert, friendly, flexible and proactive person for a secretary position.**

Candidates must have appropriate office experience, solid communication and multitask skills, excellent customer service/phone skills, ability to work under pressure;

→ MS Office (Word, Power Point, Outlook), Adobe required;

→ Fluent in English;

If you are interested, please send your CV at: [recruitment@bondoc-asociatii.ro](mailto:recruitment@bondoc-asociatii.ro) (indicative : secr.)