

LegiTeam: Secretary position (Bondoc și Asociații SCA)

Bondoc și Asociații SCA is 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 (indicative : secr.)

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