



# Join us

Able to work autonomously? Happy to support a team? Taking pride in your work and a job well done? Ambitious to grow and become one of the leading Real Estate Investment consultants in Romania? Learn from the best? Work with smart clients and smart colleagues? If that sounds like you, we would like to have you on our team.

JLL, a Fortune 500 company, is a leading professional services firm that specializes in commercial real estate. We have nearly 300 corporate offices, operations in over 80 countries and a global workforce of nearly 80,000. We operate locally, regionally and globally – and it's up to you which scale fits your professional plans best. With us, you'll be able to participate in innovative projects and leave a lasting impact with your work.

Please check what we offer and apply for the role of:

## Capital Markets Assistant

Location: Bucharest

### Responsibilities:

- Support the department in what is being produced for clients (prepare memoranda, minutes of meeting or reports and other client related activities);
- Support in general client correspondence;
- Continuously develop market knowledge and terminology and willing to develop, grow and promote to a higher position level;
- Assisting the department with drafting presentations in PowerPoint as per the Company's standard;
- Undertake all administrative tasks required for the daily running of the department, i.e. photocopying, sending proposals, etc.;

### Requirements:

- Must have 1-2 years of experience in reception, customer care or related field
- Experience within a large commercial organization would be beneficial
- Excellent people skills and ability to interact with a wide range of clients, colleagues and demands
- Must have excellent communication skills both written and oral
- Very good analytical skills
- IT literate: Good working knowledge of Microsoft Word, Excel and Outlook essential
- Fluent written and spoken English
- Energetic, persistent and well organized
- Ability to prioritize workload with an attention to detail and willingness to complete projects in a timely and efficient manner
- Comfortable working under pressure/to tight deadlines

### We offer:

- Friendly and supportive company culture.
- Possibility to work in a highly professional, stimulating and challenging work environment with long-term career prospective and opportunities in multiple countries
- Competitive benefit package (incl. Benefit Systems, private healthcare, life insurance).
- Opportunity to demonstrate your own initiatives.
- Opportunity to participate in personal and professional development programs.

Apply: [Catalina.cibotariu@eu.jll.com](mailto:Catalina.cibotariu@eu.jll.com)

Please note we will contact selected candidates only.