



Join us

Fortune 500, Real Estate Consultancy company is looking for a colleague for their Office Leasing team based in Bucharest. If you are able to work autonomously within a team and take pride in a job well done, come grow with us in one of the most cosmopolitan and rewarding industries in the world. Extras? Friendly and supportive company culture, smart clients and smart colleagues, networking events.

Office Leasing Department Assistant

What will you do:

- Support the department in what is being produced for clients (prepare minutes of meeting, reports and other client related documents)
- Update of internal office databases (Officefinder, Client lists, Property lists, etc)
- Support in general client correspondence
- Assist 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.;
- Continuously develop market knowledge and terminology and be willing to develop, grow and promote to a higher position level

What will bring you to the team:

- 1-2 years of experience in front desk, 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 and colleagues
- Must have excellent communication skills both written and oral
- Very good analytical skills
- IT literate: Good working knowledge of Microsoft Word, Excel, PowerPoint and Outlook essential
- Fluent written and spoken English
- Energetic, persistent and well organized
- Ability to prioritize workload with an attention to detail
- Comfortable working under pressure/to tight deadlines

What we offer:

- Exciting and stable career in a renowned, international organization
- Excellent opportunities to learn and grow in the multinational environment
- Opportunity to advance in a consultancy position, as an agent/consultant
- Independence and possibility to work alongside experienced specialists
- Opportunity to work with large multinational companies
- Competitive benefits package (incl. Benefit Systems, private healthcare, life insurance)
- Opportunity to participate in personal and professional growth trainings

Send us your resume at Catalina.cibotariu@eu.jll.com.

Please note we will contact selected candidates only.