

Data Entry Assistant

You think that lawyers are boring? You think that working in a law firm cannot be exciting? Let us surprise you. **Kinstellar** is a full-service international law firm, with “magic circle” pedigree and offices in Emerging Europe and Central Asia. We take on the most complex and high profile assignments from some of the world’s most successful companies that require top-quality legal counsel in our jurisdictions. We have built our reputation by exceeding their expectations because we are driven by excellence. But while we take our job seriously, we are committed to maintaining excellent, friendly, non-hierarchical working environment that boosts performance and growth. We invest significantly in knowledge and learning and create real development opportunities for our people.

We are currently looking for a friendly, responsible and self-motivated person with an international outlook to join our Sofia IT team as Data Entry Assistant.

In this role, you will be engaged with taking care of the following:

- Assistance with the daily operation of the existing CRM
- Assistance with the regular maintenance of the data mass of the existing CRM
- Assistance with the data preparation of the future CRM system
- General Assistance to the Project Manager and ADS Team Lead
- Performance of other tasks in the area of both local and regional teams, if needed according to the policies.

We would expect from you:

- At least high school degree
- Intermediate English skills. Knowledge of other foreign languages is an advantage
- Practical experience in Microsoft Office 2013, especially Excel.
- Analytical approach, team player, focused and organized, positive ‘can do’ attitude, accurate and patient, able to deal with tedious and monotonous work

Why us:

- With us you can learn, be innovative and never get bored
- We offer training and development opportunities across the firm
- We will give you the opportunity to grow personally and professionally
- We have a friendly work environment that promotes teamwork
- We offer dynamic office life in one of the most modern office buildings in Sofia (69 Bulgaria Blvd, Infinity Tower)

How to apply:

We are looking for the best and brightest to help us continue to grow. If that sounds like something you would like to be a part of, please, send your application (CV and cover letter) in English to **Brigitta Gut**, Regional HR Assistant, at brigitta.gut@kinstellar.com, by 28 April 2017. Please, specify the position you are applying for. All applications will be treated in strict confidentiality. Only shortlisted candidates will be contacted.