



RECEPTIONIST / ADMINISTRATIVE ASSISTANT- FULL-TIME/ PART-TIME

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 are currently looking for an energetic, friendly, responsible and self-motivated person with an international outlook to join our Sofia team as a Receptionist / Administrative Assistant.

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

- Welcome and direct visitors
- Answer and screen phone calls, transfer calls and/or take messages and follow up as necessary, organise conference calls
- Keep the calendars for the conference rooms and prepare the rooms for the meetings
- Keep track of the available stationery materials / kitchen supplies and place orders accordingly
- Receive and sort daily mail / deliveries / couriers
- Document processing and translation from and into English
- Control diaries, organise internal/external meetings, including booking taxis and arranging catering/refreshments for Lawyers and clients if required
- Compose or undertake correspondence as required
- Assist in the organisation of travel arrangements for Lawyers’ business travel
- Liaise with Finance Department for Lawyers’ business expenses
- Maintain and update the filing systems and archiving
- Perform other clerical duties such as filing, photocopying, faxing, etc.

We would expect from you:

- Full proficiency in English
- Excellent IT skills, MS applications – particularly Word, Excel, Outlook, PowerPoint
- Strong organisational / self-management skills, ability to meet deadlines
- Good management of workload and ability to prioritise
- Strong communication skills (written and verbal)
- Client-oriented focus (a true service provider)
- Neat and professional appearance
- Proactive and creative
- Experience in a global organisation, ideally in a legal environment, will be considered an advantage

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)
- We offer competitive compensation

Working hours:

Candidates are welcome to choose between full-time and part-time working day.

If you are ready to be part of an exceptional team and dive into the legal world, please send your CV and cover letter in English to maria.pomashka@kinstellar.com by 20 August, indicating which working day option you are interested in. Only shortlisted candidates will be contacted.