

Receptionist

Kinstellar is a leading independent law firm in Emerging Europe, Turkey and Central Asia, with offices in **Almaty** (Kazakhstan), **Belgrade** (Serbia), **Bratislava** (Slovakia), **Bucharest** (Romania), **Budapest** (Hungary), **Istanbul** (Turkey), **Kyiv** (Ukraine), **Prague** (the Czech Republic), **Sofia** (Bulgaria) and **Tashkent** (Uzbekistan).

Operating as a single fully integrated firm, Kinstellar delivers consistently high quality services across all jurisdictions in an integrated and seamless style. We are particularly well suited to servicing complex transactions and advisory requirements spanning several jurisdictions.

Currently we are looking for a friendly **full-time or part-time** professional to join our team as a **Receptionist** in our Sofia office.

The role of the Receptionist would be:

- to welcome and direct visitors;
- to answer and screens phone calls, transfer calls and/or take messages and follows up as necessary, to organise conference calls;
- to keep the calendars for the conference rooms and prepare the rooms for the meetings;
- to keep track of the available stationery materials / kitchen supplies and place orders accordingly;
- to receive and sorts daily mail / deliveries / couriers;
- to process documents and do translations from and into English;
- to control diaries, to organise internal/external meetings, including booking taxis and arranging catering/refreshments for lawyers and clients if required;
- to compose or undertake correspondence as required;
- to organise travel arrangements for lawyers' business travel;
- to maintain and update the filing systems and archiving;
- to perform other clerical duties such as filing, photocopying, faxing etc.

The ideal candidate will meet the following criteria:

- full proficiency in English;
- excellent computer literacy (proficient using of MS Office);
- outstanding communication and organisation skills;

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- can-do attitude;
- responsible for own performance and results;
- able to work and keep calm under pressure;
- confident and self-assured;
- hard-working, reliable and a team player.

In return, Kinstellar Sofia will offer you:

- diverse and interesting work;
- training and development opportunities;
- highly professional team, both in terms of our lawyers and our business support staff;
- a modern, dynamic and friendly environment.

If that sounds like something you would like to be a part of, please send your application (CV and a cover letter) in English to Lilia Stoykova, HR Manager, at lilia.stoykova@kinstellar.com by 30 April 2019.