

## LegiTeam: Voicu & Filipescu is looking for Legal Administrative Assistant/Paralegal

**We are currently looking for Legal Administrative Assistant/Paralegal.**

*Job requirements:*

- Performing specialized legal research;
- Maintaining administrative relations with public institutions, courts of law, jurisdictional authorities, public notaries and court bailiffs, public administration bodies, as well as other legal or natural persons;
- Maintaining relations with the National Trade Registry Office and performing Trade Registry operations;
- Drafting documents specific to the legal field;
- Drafting / submitting / collecting applications in court and in various institutions;
- Publishing documents in the Insolvency Proceedings Bulletin;
- Preparing, formatting and sending documents requested by lawyers;
- Other administrative tasks related to the activity of providing legal services.

If you are interested in joining our team, please send us your CV and cover letter at [careers@vf.ro](mailto:careers@vf.ro)

*We look forward to receiving your applications. Thank you for understanding that only selected candidates will be contacted.*

*You can find detailed information on the processing of your personal data in our privacy policy at:*

[www.vf.ro/privacy-policy/](http://www.vf.ro/privacy-policy/)

**Voicu & Filipescu** is one of the largest Romanian law firms in terms of turnover, market position and reputation, focused on delivering the highest levels of quality and providing integrated business law services to our multinational and local clients.