

Job Description

With more than 25 years of experience on the Romanian real estate market, and a team of over 60 professionals, Cushman & Wakefield Echinox is looking for what's next in the Land & Investment market and has an open position for a Transaction support. If you are interested in a career in Real Estate, sent your CV on the e-mail address: hr@cwechinox.com

What will be your responsibilities:

- Coordinate the administrative tasks of the team;
- Gather information about markets and clients;
- Realize presentations for our clients;
- Assist colleagues in their activities;
- Update databases;
- Interested to become more involved with real estate transactions over time.

What you need in order to be part of our team?

- University degree (Economics, Legal)
- 2+ years' work experience - previous experience in real estate - if not, convince us that you have the potential we can invest in
- ANEVAR graduate (a plus)
- Strong MS Office, graphics and editing knowledge (a plus)
- Be fluent in English
- Excellent interpersonal and communication skills
- Good analysis, planning and reporting skills
- Enjoy a fast-paced, dynamic, challenging team work-oriented environment
- Results and service driven and organised about your daily work

What we offer you:

- A modern, energetic, multinational working environment, with a friendly team of professionals;
- Opportunity to further develop your skills and promote inside the company;
- Medical subscription at one of the top private medical services providers in Romania;
- Bookster subscription.

Schedule

- Full time job – 8 hours/day – Monday to Friday, 9.00-18.00 including lunch break.

Location

- Modern office in a high-end business environment, located in the Central North area of Bucharest, near Calea Floreasca, with a wide range of restaurants, bistros and coffee shops;
- Easy access to the city center and to all main areas of the city, including access to Otopeni Airport;
- Public transportation no. 135 bus near the office building and metro station at 10-15 minute walk (Stefan cel Mare / Aviatorilor stations).

Before applying, please visit our website www.cwechinox.com and social media.