

EasyDo Digital Technologies

<https://easydo.co/job/administrative-assistent/>

Administrative Assistant

Description

About us: Empowering our Clients with People-Driven Digital Innovation Across Europe

We are a Group managing digital IT services and solutions, driven by people, innovation, agility, and deep industry insight. We are working with the largest private and public institutions to deliver IT services and solutions. Being an entrepreneurial digital services group with a Human-Sized Tech Company, we are built by passionate experts and led by seasoned leaders in IT and digital transformation.

Responsibilities

Main responsibilities:

☑ Specialized in rental monitoring, the rental management assistant ensures administrative and often accounting monitoring of rented properties (incoming and outgoing inventory, preparation of receipts, receipt and collection of rents, statement of charges, disputes).

☑ Takes care of current requests from tenants (badges, malfunctions, etc.), manages simple works, routine maintenance insurance, repairs and interventions, requests for quotes, etc.

☑ Rigorous and organized, the real estate assistant must know how to prioritize their tasks.

☑ The real estate assistant first manages the follow-up of general meetings (preparation of documents and sending of notices then the minutes).

☑ Monitors requests for work and intervention, management of claims and insurance, receipt of charges and calls for funds, breakdown of charges between co-owners.

☑ In charge of customer relations (tenants, buyers, sellers, co-owners), the real estate assistant follows up on requests and manages all administrative and relational tasks.

Qualifications

We are looking for candidates with:

☑ Mastery of office tools and property management software is essential.

☑ In direct contact with customers, the job involves a sense of communication, relational and listening skills.

☑ Bachelor's degree

☑ Team player profile.

☑ English – advanced level

Job Benefits

Hiring organization

EasyDo Digital Technologies

Employment Type

Full-time

Job Location

Bucharest

Date posted

July 1, 2026

We offer:

- o Competitive salary and the opportunity to have a meaningful job where you can make a difference
- o The chance to continuously evolve as a professional
- o Medical insurance & Meal tickets.

Contacts

Join Us at EASYDO

With a team of 250 dedicated professionals, we combine technological excellence with a people-first culture. We believe in empowering talent, nurturing careers, and building long-term trust with our clients and our teams.

Contact our Talent Team by email to hring@easydo.co

Or visit our careers portal: <https://easydo.co/career/>