WT

Where talented people are in good company

Front Desk Receptionist (m/f/d)

Location: Sofia

Position:
Full-time / Part-time employee, as of now

Compensation:

Apply now!

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We are looking for a Front Desk Receptionist to join our team in the Wolf Theiss Sofia office. As the first point of contact for clients, visitors, and business partners, you will play a key role in creating a professional and welcoming environment. Your responsibilities will include managing front desk operations, handling incoming calls and correspondence, coordinating meetings and office logistics, and providing administrative support to our legal and business services teams.
You will work in a dynamic, international environment where attention to detail, strong organizational skills, and a client-focused approach are highly valued. This position offers the opportunity to contribute meaningfully to the smooth day-to-day operation of the office while developing your professional skills and gaining exposure to a leading international law firm.

How you’ll contribute

- Welcoming clients, visitors, and business partners and ensuring a professional and positive first impression of the firm.
- Managing front desk operations, including handling incoming calls, emails, and correspondence, and directing inquiries to the appropriate contacts.
- Coordinating meeting room bookings, preparing meeting facilities, and assisting with the organization of internal and external meetings and events.
- Providing administrative and organizational support to lawyers and business services teams, including document handling, courier services, and general office administration.
- Assisting with travel arrangements, office logistics, and day-to-day operational tasks to ensure the smooth running of the Sofia office.
- Maintaining accurate records, supporting office procedures, and contributing to an efficient, client-focused, and welcoming work environment.

What matters to us

- Previous experience in a receptionist, front desk, administrative, or customer service role is considered an advantage.
- Excellent communication skills in Bulgarian and English; knowledge of additional languages, particularly German, is an asset.
- A strong service-oriented mindset and a professional, welcoming approach when interacting with clients, visitors, and colleagues.
- Excellent organizational skills, attention to detail, and the ability to prioritize tasks in a dynamic environment.
- Proficiency in Microsoft Office applications and confidence in handling administrative and office management tasks.
- A proactive, reliable, and structured working style, with the ability to quickly adapt to new responsibilities.
- Respectful communication, strong interpersonal skills, and a collaborative team-oriented attitude.
- A positive outlook, discretion, and the ability to maintain a high level of professionalism at all times.

One region one firm.

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Working at Wolf Theiss

For over 65 years, Wolf Theiss has been advising national and international clients, from privately held businesses to multinational corporations, on all aspects of business law in the Central, Eastern and South-Eastern European region. With more than 400 lawyers in 13 countries and a central European hub in Brussels, Wolf Theiss combines broad regional reach with in-depth local expertise, enabling seamless cross-border work and maintaining a strong local presence.

We are committed to fostering **a diverse and inclusive workplace** with equal opportunities for all and welcome applications regardless of gender, age, ethnic origin, nationality, religion or belief, sexual orientation, or disability.

What we offer

- Challenging and diverse work within an international environment with a strong focus on CEE/SEE
- Continuous professional development through our WT School
- A clear and transparent career path with dedicated mentoring and long-term development opportunities
- A secure, long-term position within a dynamic team
- An office that's easy to reach by public transport.
- Regular team events, activities and company celebrations
- Annual comprehensive health check

- Complimentary snacks and hot beverages

Please submit your application documents (CV, cover letter, and academic transcripts) online, or contact us by phone if you would like to learn more about the position.

Ansprechperson

Vesela Georgieva
Office Operations Manager, Legal Professionals
Expo 2000, Phase IV, 55 Nikola Vaptsarov Blvd.
1407 Sofia
+359 2 8613 754
vesela.georgieva@wolftheiss.com

Wolf Theiss

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